

Early Learning Coalition of
Indian River, Martin and Okeechobee
Counties



Attendance and Reimbursement Procedures

School Readiness Program

Attendance Sheets

- ⇒ Attendance sheets are due to the Coalition on or before the third (3rd) business day of each month.
- ⇒ Attendance sheets submitted late will be processed and paid the following month.
- ⇒ All enrolled children who attend should be listed on the attendance sheet.
- ⇒ Children not on the pre-printed attendance sheet should be written in (verify if the child is eligible).
- ⇒ The child’s legal name must appear on the attendance sheet—nicknames will not be accepted.
- ⇒ Some children may appear twice on your monthly attendance if they have a birthday during that particular month.
- ⇒ Please do not write in the “Days Attnd” space. This is for use by the Data Specialists in our office.
- ⇒ All attendance sheets must be signed or they will not be processed.
- ⇒ Attendance sheets may be faxed, mailed, hand delivered or emailed.

Fax numbers: (772) 220-1229 or (772) 223-3868

Note: Adjustments must be received with supporting documentation and a completed adjustment form with-in sixty (60) days of receiving your reimbursement report, in order to be processed. Any adjustments requested after sixty (60) days may not be reimbursed.

School Readiness Attendance Codes

- X—Enrolled, Present
- E—Excused Absence(3 allowed, no note required)
- H—Reimbursable Holiday..... (Holidays specified in contract)
- T—Terminated.....(Termination form required)
- N—Non-Reimbursable (Enrolled not terminated)

SR Reimbursement Procedures

School Readiness Absences

- ⇒ Reimbursement will be provided for up to three (3) days of absences per calendar month.
- ⇒ Payment for a child will start only after the first day of attendance.
- ⇒ Reimbursement may be provided for an additional seven (7) days per calendar month in the event of extraordinary circumstances with the proper documentation. Extraordinary circumstances does not include vacation or recreational time. Examples of extraordinary circumstances:
 1. Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission);
 2. Illness requiring home-stay as documented (doctor's note, parent statement);
 3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement);
 4. Court ordered visitation with appropriate documentation (i.e., court order); or
 5. Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty).

** Note: All preapproved reimbursable absences are based on fund availability.*

VPK Voluntary Pre-Kindergarten

Attendance Sheets

- ⇒ Attendance sheets are due to the Coalition no later than the third business day of each month.
- ⇒ Attendance sheets submitted late will be processed and paid in the next payment cycle.
- ⇒ All enrolled children who attend should be listed on the attendance sheet.
- ⇒ Children not on the pre-printed attendance sheet should be written in (verify if the child is eligible).
- ⇒ The child’s legal name must appear on the attendance sheet—nicknames will not be accepted.
- ⇒ Some children may appear twice on your monthly attendance if they have a birthday during that particular month.
- ⇒ Please do not write in the “Days Attnd” space. This is for use by the Data Specialists in our office.
- ⇒ All attendance sheets must be signed or they will not be processed.
- ⇒ Attendance sheets may be faxed, mailed, hand delivered or emailed.

Fax numbers: (772) 220-1229 or (772) 223-3868

Note: Adjustments must be received with supporting documentation and completed adjustment form within sixty (60) days of reimbursement in order to be processed. Any adjustments requested after sixty (60) days may not be reimbursed.

Voluntary Pre-Kindergarten Attendance Codes

- X—Enrolled, Present.....(days child is receiving instruction)
- A—Absence(all days child is not in attendance)
- T—Terminated.....(Termination form required)

VPK Reimbursement Procedures

VPK Certificates

- ⇒ Authorization for care is verified by the VPK Certificate of Eligibility issued to the parent/guardian. Authorization for care will not begin before the “Date Issued” on the VPK Certificate of Eligibility.
- ⇒ If you have children enroll during the month; fax the VPK certificate the day of enrollment and write the new VPK student’s name on the attendance sheet for the month.

VPK Absences Uniform Attendance Policy (Rule 6M-8.204)

- ⇒ Each month, and at the end of the VPK program’s instruction for the year, an 80/20 formula will be applied to calculate the VPK provider’s monthly payment.
- ⇒ The 80/20 formula is calculated based on the child’s hours of attendance, not the total hours of the program. A minimum of 80% (*432 hours school year/240 hours summer*) and a maximum of 20% (*108 hours school year/60 hours summer*) of the VPK provider’s per student payment is applicable to the instructional days that a child is absent. These figures are an example of percentages and hours if the child attends the entire year, including the first and last days of the class.
- ⇒ Payment for a child will be suspended if the child does not attend at least one (1) instructional day during a calendar month. All payments for the child, including payments for absences accruing while payment is suspended, will resume when the child subsequently attends the program.
- ⇒ **Absences are not payable for an instructional day before the first day or after the last day of a child’s attendance.**
- ⇒ Unless a child does not attend at least one (1) instructional day during the calendar month or a child misses more than 20% of the VPK program’s instructional hours, providers are paid the entire per-student allocation.
- ⇒ If a child exceeds the 20% threshold for absences, hours are deducted to bring the absences to the allowable 20%.
- ⇒ These deductions will be marked as “adjustments” on the reimbursement reports and may be for portions of the program’s instructional hours or for full days of instruction.
- ⇒ If a child’s over-all absences are less than 20% for the entire year, the provider will receive a reconciliation reimbursement and necessary adjustments will be made to return funds deducted in previous months.
- ⇒ Any instructional hours that a child is absent beyond the 20% allowed is not payable, regardless of the reason.
- ⇒ Child absence excuses no longer need to be submitted.

Parent Sign In and Out Sheets

School Readiness and VPK Program

The State of Florida as well as other funders mandate that child care providers caring for children in the School Readiness, VPK and other funded programs are signed in and out each and every day. This serves as proof that they have attended your program. ELC is contracted to monitor providers for compliance with this regulation.

⇒ All children must be signed in and out every day.

⇒ Sign in and out sheets must include:

1. Name of child
2. Date
3. Time In/Time Out
4. Signature of person dropping or picking up child (authorized person only)
5. Name of Facility
6. Month and Year

⇒ Electronic sign in and out sheets may be used in lieu of manual sign in and out sheets. All of the above rules apply.

⇒ White-out may not be used. If an error occurs, cross through and make correction above.

⇒ All children require an individual sign in and out sheet. Siblings require their own sheet.

⇒ School Readiness sign in and out sheets are to be maintained for five (5) years.

⇒ VPK sign in and out sheets are to be maintained for five (5) years.

ELC is authorized and may require an adjustment, under certain circumstances, including but not limited to:

⇒ No sign in and out sheets in use

⇒ Missing sign in and out sheets

⇒ Children present but not signed in during on-site visits

⇒ Discrepancies between attendance records and sign in and out sheets

⇒ Parents signing children in and out *in advance*

⇒ Providers signing children out

⇒ Failure to allow ELC staff access to sign in and out sheets when requested

Contact the coalition immediately if any of the records are damaged due to fire, natural disaster, etc.

ELC recommends that providers establish procedures to ensure parents and guardians are signing their children in and out properly each and every day.



Coalition Locations and Contact Information

Administrative Office
10 SE Central Parkway, Suite 200
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Phone (Local): 772-220-1220
Toll Free: 877-220-1223
Fax: 772-220-1229

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Okeechobee, FL 34972
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Vero Beach, FL 32960
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Please visit www.elcirimo.org for news and information!