



Reporting Child Absences Participating in the School Readiness Program

Rule 6M-4.500 Child Attendance and Provider Reimbursements.

(c) If a child has **five (5) consecutive days of absences** during the child's **regularly scheduled attendance** or **ten (10) unexplained absences**, during a **calendar month**, with **no contact from the parent**, the provider shall **submit written notification to the local coalition or its designee** who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(e) When an at-risk child under the age of school entry has **one (1) unexcused absence** or **seven (7) consecutive days of excused absences**, the school readiness **provider shall notify** the Department of Children and Families or community-based lead agency **and the early learning coalition prior to the close of business on the day of the absence**. **The provider shall maintain documentation of the notification**. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

Monitoring of Absence Reporting

Any monitoring sample pulled by Episcopal Children's Services (ECS), Early Learning Coalition of North Florida (ELCNF), or Florida's Department of Education, Division of Early Learning (DEL) will review your daily sign in/out sheets in comparison to your submitted monthly attendance rosters. It is your responsibility as a contracted School Readiness Provider to follow all contractual requirements including the excerpts of Rule and Statute listed above. It is extremely important that you follow the required reporting of child absences and document such attempts. This documentation will be requested for review, if selected for a monitoring sample with any of the absence scenarios listed above. If you have any questions about this process, please reach out to Episcopal Children's Services' Reimbursement Department for guidance.

(904) 726-1500 or toll free at (800) 238-3463 To reach any Reimbursement Specialist, please dial extension 7050.	
Sidney Kostecki, Reimbursement Coordinator, ext. 2221	Courtney Cariveau, Reimbursement Specialist, ext. 2293
Christy Bramley, Reimbursement Specialist, ext. 2257	Darius Cannon, Reimbursement Specialist, ext. 2239

