

EARLY LEARNING COALITION OF OSCEOLA COUNTY

CHILD ABSENCES

ITEM: 440A.02

EFFECTIVE DATE: 7/1/2022

REVISED: 10-19-15 / 6-23-25

Page 1 of 1

POLICY STATEMENT

The Early Learning Coalition of Osceola County (Coalition) will reimburse school readiness early education and care providers for services rendered. In addition, the Coalition will reimburse child absences as per the guidelines established in legislation and rule. Child attendance/absences must be documented and reported in a timely manner.

PROCEDURES

A. Payment Of Child Absences

The Coalition will reimburse up to three (3) unexcused daily absences per month and an additional ten (10) daily absences with written documentation for extraordinary circumstances as defined in rule 6M-4.500, F.A.C for a total of thirteen (13) days per month. Absences claimed under extraordinary circumstances, as defined in rule, must be accompanied by written documentation provided by the child's parent/guardian. All other child absences will be the responsibility of the early education and care provider and/or the parent. The Central Agency will follow current internal procedures approved by the Coalition to accurately track, calculate, reimburse and monitor provider's payments in accordance with this policy.

B. Reporting Child Absences

School readiness providers must inform the Coalition, or its designee of any child absent from the program for five (5) consecutive days without parental notification of such absence. The school readiness program provider shall report the absence to the Coalition or its designee for the determination of the need for continued care no later than 24 hours after five (5) consecutive absences. Failure to report such absences will result in non-compliance and may result in termination of the statewide School Readiness Provider Contract, as determined on a case-by-case basis.

C. Compliance Enforcement

Each month upon attendance submission, children documented as not attending on the attendance sheet will be compared to those children reported on the Report of Child Absences Form during the previous month. The Coalition or its designee will review any discrepancies by contacting the provider of the child in question. The following actions will be taken based on the circumstances of non-report.

A notice of non-compliance will be issued for:

1. Providers that do not report children absent for five (5) or more consecutive days to the Coalition or its designee.
2. Providers that authorize a schedule different than the one authorized per the certificate of eligibility.

D. Technical Assistance will be provided to:

- a. Providers that do not report children who never enrolled but are listed on the attendance sheet.
- b. Providers that do not report children who withdraw from their program.

E. Continued non-compliance may result in termination of the School Readiness Provider Contract.

PARTIES AFFECTED

All families and children currently receiving school readiness services and school readiness child care providers

ASSOCIATED DOCUMENTS / FORMS

Written documentation of extraordinary circumstances