



## 2017-2018 Year Holiday Schedule Open Notification Form for School Readiness

Please help us obtain the information below for SR providers advising the ELC as to whether your site will be open and providing child care services to the children on any of the ten approved ELC reimbursable holidays. This information will allow us to remove the pre-printed H on your attendance roster in the Provider Portal and allow you to record a child's true attendance for that day. Currently, the Provider Portal does not allow a provider to change a hard coded H for a holiday to an X or an E. Please return this completed form with your 2017-2018 School Readiness Provider Contract.

Please mark the Open box only if you will be providing child care services on that holiday. If your site will be taking all ten approved ELC holidays, please check the box at the bottom of the form that confirms that information for us. Thank you. We appreciate your cooperation in this matter. If you have any questions, please contact your Reimbursement Specialist.

Provider Name: \_\_\_\_\_ Provider ID # \_\_\_\_\_  
Please Print Your Site Name

Holiday	Date Observed	Open
Independence Day	Tuesday, July 4, 2017	<input type="checkbox"/>
Labor Day	Monday, September 4, 2017	<input type="checkbox"/>
Veterans Day	Friday, November 10, 2017	<input type="checkbox"/>
Thanksgiving Day	Thursday, November 23, 2017	<input type="checkbox"/>
Day After Thanksgiving	Friday, November 24, 2017	<input type="checkbox"/>
Christmas Eve	Monday, December 25, 2017	<input type="checkbox"/>
Christmas Day	Tuesday, December 26, 2017	<input type="checkbox"/>
New Year's Day	Monday, January 1, 2018	<input type="checkbox"/>
Martin Luther King Day	Monday, January 15, 2018	<input type="checkbox"/>
Memorial Day	Monday, May 28, 2018	<input type="checkbox"/>

If you will be closed on all ten of the ELC reimbursable holidays, check this box.

Please print name of person completing this form: \_\_\_\_\_