

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-61.3.6	Title: School Readiness Provider Holiday Reimbursement	
	Review Date: February 2017	Next Review Date: July 2018

References:

6M-4.500, General Provisions Regarding Reimbursements for Holidays and Absences
6M-4.610, Statewide Provider Contract for the School Readiness Program
Form OEL-SR 20 – Statewide School Readiness Provider Contract
School Readiness Program Manual

Purpose:

To identify reimbursable holidays for School Readiness providers.

Background:

School Readiness Providers may be reimbursed for up to 12 recognized holidays approved by the Coalition. In the past, providers chose their own 12 paid holidays. While providers typically chose most of the same holidays each day must be keyed into the data system manually. Administratively, this creates a huge workload and conflicts with Florida Administrative Code 6M-4.500.

Policy:

A. School Readiness Providers are eligible for reimbursement for observance of the following ten (10) Recognized Holidays:

New Years' Day	January 1 st
Martin Luther King's	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving	Thanksgiving Day
Day after Thanksgiving	
Christmas Eve	December 24 th
Christmas	December 25 th

Holidays falling on a Saturday will be observed the Friday before; holidays falling on a Sunday will be observed the Monday after. Observance dates will be issued annually by the Coalition.

- B. School Readiness providers are eligible for up to two (2) Floating Holidays per calendar year.

Floating holidays must be identified on the Holiday Schedule Form. Changes to floating holidays will only be permitted if the provider notifies the Coalition no later than close of business on the day of the change.

Providers may choose to utilize floating holidays for professional development or planning purposes.

- C. Providers must also complete the Coalition Holiday Schedule Verification Open Form each year.

By completing the form, providers notify the Coalition whether they will be open and providing child care services to the children on the ELC approved holidays.

The Coalition then is able to remove the pre-printed H on the providers' attendance rosters in the Provider Portal so they can record a child's true attendance on that day.

Exhibits:

Holiday Schedule Verification Open Form

Form OEL-SR 20

Form OEL-SR 20A