



School Readiness Attendance Reminder

Rule 6M-4.500 – Child Attendance & Provider Reimbursements

Applies to all School Readiness contracted providers of the
Early Learning Coalition of North Florida / ECS4Kids.

Monthly Absence Limits

- ✓ Up to three (3) absences per child per calendar month may be reimbursed, without additional documentation required for approval.
- ✓ Any absences beyond three (3) are considered extraordinary circumstances and can only be approved by providing additional documentation that supports the absence. Examples listed below.

 Vacation or recreational time is **NOT** reimbursable.

 **Total reimbursed absences may not exceed thirteen (13) days per month.**

Extraordinary Circumstances (Documentation Required)

 Hospitalization of the child or parent

 Illness requiring home stay

 Death in the immediate family

 Court-ordered visitation

 Unforeseen military deployment or duty

 Doctor or other health-related appointments

Provider Notification Requirements

5 consecutive days of absence during scheduled attendance

10 unexplained absences in one calendar month

**Written notification must be submitted to the Early Learning
Coalition of North Florida / ECS4Kids.**

IMPORTANT: At-Risk Children

Immediate Notification Required

 One (1) unexcused absence

 Seven (7) consecutive excused absences

 **Notification must occur by close of business the same day.**

 **Providers must maintain documentation of all notifications.**

Termination Rules (If Care Is No Longer Needed)

The coalition issues a Notice of Termination per Rule 6M-4.200, F.A.C.

At-risk children may NOT be disenrolled without written approval from DCF or the community-based lead agency
All notices must be kept in the case file and shared with the parent, provider, and referring agency

✓ **Provider Best Practices**

- Track absences daily
- Communicate with parents early
- Collect documentation promptly
- Submit required notifications on time
- Keep records complete and accurate
- Maintain documentation of all absences, both excused and unexcused.

Reimbursement Support & Contact Information

Reimbursement Department: (904) 726-1500 ext. 7050

Reimbursement Coordinator:

Sidney Kostecki ext. 2210, Sidney.Kostecki@ecs4kids.org

Reimbursement Specialists:

Courtney Cariveau, ext. 2293, Courtney.Cariveau@ecs4kids.org

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