

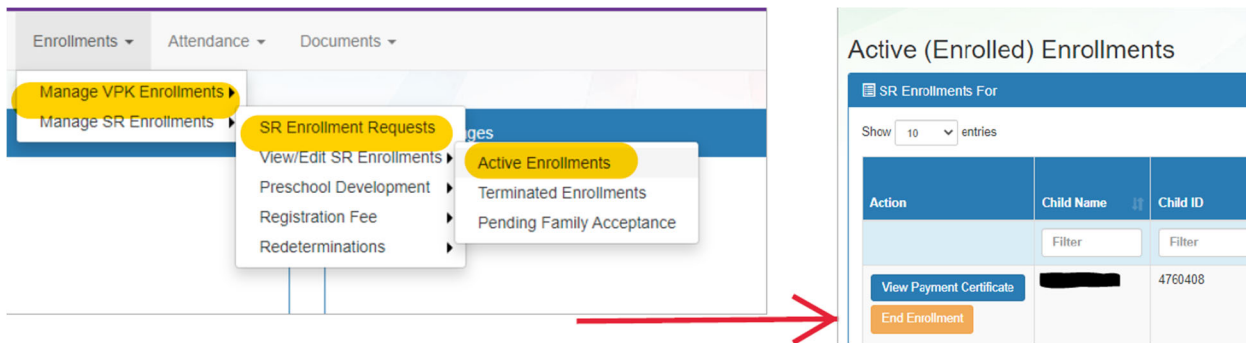
# SCHOOL READINESS PROGRAM

## HOW TO RECORD ATTENDANCE

**Attendance rosters, documentation AND sign-in and out sheets are due by the third (3<sup>rd</sup>) business day of the month following the month in which services are provided. A delay in payment will occur if submitted late without contacting the coalition.**

**Each month sign-in and sign-out sheets for school readiness children should be uploaded to the ELCLC Provider Portal along with any absence documentation.**

If the child NEVER enrolled or is NO LONGER attending then STOP and end the enrollment. This will update the roster accordingly. Be sure to include the child's last day of attendance. If you have trouble with the termination please reach out to Family Services.



**Excused absence: A – 3 ALLOWED ABSENCES PER MONTH (choose reason in dropdown box)**

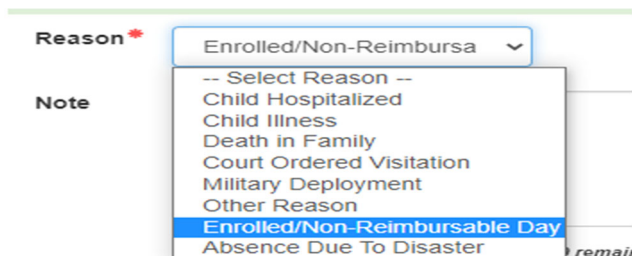
**Excused Absence with documentation: A – 7 ADDITIONAL ABSENCES WITH DOCUMENTATION (choose reason in dropdown box)**

**\*\*Do NOT choose ABSENCE DUE TO DISASTER for these absences.**

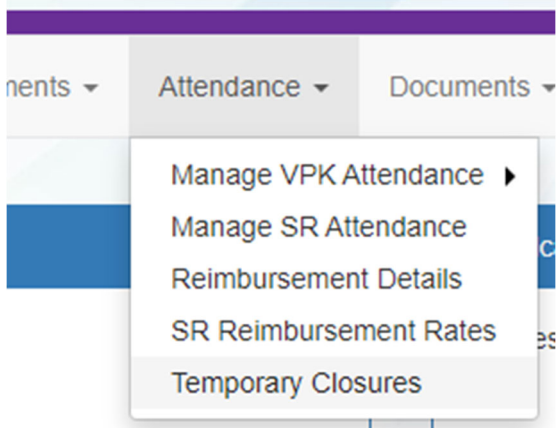
**\*\*Choosing OTHER REASON will require a comment be left in the text box.**

**\*\*Attach documentation if required.**

**Unexcused Absence: N (any absence over the 10 allowed) Choose ENROLLED/NON-REIMBURSABLE DAY from the dropdown box.**



Temporary classroom closures can now be done in the portal.



After clicking the **ADD CLOSURE** button you can choose whole site closure or partial closure.

Once you choose closure type and add the dates, the care levels will populate for classrooms. Choose which care level(s) is closed and choose the reason.

#### Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. \*

- The whole site(s) was closed. Services were not provided to any children.
- The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
- The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

#### Closed Provider Site(s)

Select Providers \*

#### Closure Details

Closed From ⓘ \*

Closed To \*

Anticipated Reopen Date ⓘ \*

#### Care Levels and Reimbursement Requests \*

Use the care level check boxes to select one or more care levels involved in the closure and enter the reimbursed amount.

Care Levels		Sept		
		Sun	Mon	Tue
<input type="checkbox"/> INF - Infant		29	30	31
<input type="checkbox"/> TOD - Toddler				
<input type="checkbox"/> 2YR - 2 Year Old				
<input type="checkbox"/> PR3 - Preschool 3		5	6	7
<input type="checkbox"/> PR4 - Preschool 4				
<input type="checkbox"/> PR5 - Preschool 5		12	13	14

Once you submit it will need to be approved by the coalition, you can reach out to Joy Flynn ([Jflynn@elclc.org](mailto:Jflynn@elclc.org)) for approval.

When the closure is approved the roster will populate temp closure on the days closed.

	10	11	12
X	CR	CR	
FT			

If you have multiple classes for 1 care level, it will populate the temp closure for all enrollments in that care level. In that case, you can cancel the closure absence on each individual enrollment on the roster.

Reason \*

Note

*Max length allowed is 500 characters: 500 remaining.*

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload

 No file chosen

Remove Absence

Save

Cancel