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Enrollment/Attendance Certification Instructions

Please follow the steps listed below when completing your Enrollment/Attendance Certification form. The enclosed instructions will assist you in preparing your attendance in a timely manner.

All attendance is due in the Finance department by the 3rd of each month. Attendance received after the 3rd of the month is considered late and my result is delayed payment.

Please mark the EXCEPTIONS ONLY to the child's daily attendance.

- ◆ When enrolling a new child – place an “S” on the first day that the child **physically** attends.
- ◆ If the child is absent during the month, mark those days with an “E”. If a child is attending with a special schedule (example: child only attends Monday, Wednesday, and Friday), only mark absences to the normal scheduled attendance days with an “E”. **Do not mark anything on the Tuesday and Thursday fields.**
- ◆ If you are unavailable to offer care, or your site is closed, put an “N” for **non-reimbursable**.
- ◆ If a child has no absences during the month and attends every day, please write on the attendance line “**no exceptions**” this includes children who begin and end care in the same month. Any child that is not marked at all during the month will require verification in order for that child's attendance to be paid.
- ◆ Attendance rosters that are pre-printed with an “H” for holiday, will need to be marked as “no exceptions” if the child does not miss any other reimbursable days.
- ◆ If a child terminates care during the current month, mark a “T” on the day **following** the last day of care. If a child was terminated during the previous month, write a “T” on the first day of current month's attendance roster.

If you have any questions, or would like additional assistance with this process, please contact the Finance department at (727) 547-5740. Thank you for your cooperation in this matter.



