Early Learning Coalition
of Florida's Heartland, Inc.

25-26 SR/VPK Attendance Schedule

Attendance is due on the 3rd business day of the following month.

If the due date falls on a holiday, provider agrees to submit all required attendance records on the 2nd business day.

[SR Contract #57, VPK Contract #44]]

Service Period	Attendance Due Date	SR Provider Payment Day	VPK Provider Payment Day
June 2025	**Thu, 7/3/25**	Thu, 7/17/25	Thu, 7/31/25
July 2025	**Tue, 8/5/25**	Tue, 8/19/25	Fri, 8/29/25
August 2025	**Thu, 9/4/25**	Thu, 9/18/25	Tue, 9/30/25
September 2025	**Fri, 10/3/25**	Fri, 10/17/25	Fri, 10/31/25
October 2025	**Wed, 11/5/25**	Wed, 11/19/25	Fri, 11/28/25
November 2025	**Wed, 12/3/25**	Wed, 12/17/25	Wed, 12/31/25
December 2025	**Tue, 1/6/26**	Wed, 1/21/26	Fri, 1/30/26
January 2026	**Wed, 2/4/26**	Thu, 2/19/26	Fri, 2/27/26
February 2026	**Wed, 3/4/26**	Wed, 3/18/26	Tue, 3/31/26
March 2026	**Fri, 4/3/26**	Tue, 4/21/26	Thu, 4/30/26
April 2026	**Tue, 5/5/26**	Tue, 5/19/26	Fri, 5/29/26
May 2026	**Wed, 6/3/26**	Wed, 6/17/26	Tue, 6/30/26
June 2026	**Fri, 7/3/26**	Fri, 7/17/26	Fri, 7/31/26

Helpful Hints

Before attendance is submitted (*because changes are blocked as soon as you submit for the month*)

- Confirm VPK instructional days and SR holidays are correct for the month.
- Collect and upload absence documentation for SR children throughout the month.
- End enrollments for withdrawn children.
- Submit temporary closures as they happen. Note that ELCFH needs time to review and approve before attendance can be submitted.

After you have been reimbursed for attendance

- Review the reimbursement report to confirm accurate payment for each child.
- Report any potential payment errors [*under or over payment*] to Provider Services for review.

If you have questions, send us a detailed email so that we can research and connect back with answers for you.

- **Provider Services**   elcfh@elcfh.org

  Attendance & reimbursement, provider profile, SR/VPK contracts, monitors, etc.

- **Family Services**   cs@elcfh.org

  Child enrollment start & end dates, copay/parent fees, care levels, unit of care, schedule, etc.