

26-27 SR/VPK Attendance Schedule

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

Late attendance will be processed and paid in the next payment cycle.

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

[SR Contract #58, VPK Contract #44]

Service Period	Attendance Due Date	SR Provider Payment Day	VPK Provider Payment Day
June 2026	Fri, 7/3/26	Fri, 7/17/26	Fri, 7/31/26
July 2026	Wed, 8/5/26	Wed, 8/19/26	Mon, 8/31/26
August 2026	Thu, 9/3/26	Thu, 9/17/26	Wed, 9/30/26
September 2026	Mon, 10/5/26	Mon, 10/19/26	Fri, 10/30/26
October 2026	Wed, 11/4/26	Thu, 11/19/26	Mon, 11/30/26
November 2026	Thu, 12/3/26	Thu, 12/17/26	Thu, 12/31/26
December 2026	Wed, 1/6/27	Wed, 1/20/27	Fri, 1/29/27
January 2027	Wed, 2/3/27	Wed, 2/17/27	Fri, 2/26/27
February 2027	Wed, 3/3/27	Wed, 3/17/27	Wed, 3/31/27
March 2027	Mon, 4/5/27	Mon, 4/19/27	Fri, 4/30/27
April 2027	Wed, 5/5/27	Wed, 5/19/27	Fri, 5/28/27
May 2027	Thu, 6/3/27	Thu, 6/17/27	Wed, 6/30/27
June 2027	Fri, 7/2/27	Tue, 7/20/27	Fri, 7/30/27

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- End enrollments for withdrawn children.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.