

Provider Name \_\_\_\_\_

Date \_\_\_\_\_

**YEAR 2012/2013  
School Readiness Provider Holiday Schedule**

School Readiness Providers are eligible for reimbursement for observance of the following ten (10) Recognized Holidays:

<b>INDEPENDENCE DAY July 4th</b>	<b>CHRISTMAS EVE December 24th</b>
<b>LABOR DAY September 3rd</b>	<b>CHRISTMAS DAY December 25th</b>
<b>VETERANS DAY November 12th</b>	<b>NEW YEAR'S DAY January 1st</b>
<b>THANKSGIVING DAY November 22nd</b>	<b>MARTIN LUTHER KING DAY January 21st</b>
<b>DAY AFTER THANKSGIVING November 23rd</b>	<b>MEMORIAL DAY May 27th</b>

Providers who serve School Readiness children on these holidays in an effort to provide service and support to the families they serve may request a modification to the Holiday Schedule to allow them to observe the holiday on an alternative day subject to approval by Coalition staff. Modification requests must be made on the **Holiday Schedule Modification Request form**.

\_\_\_ Modification Needed- Holiday Schedule Modification completed

Additionally, School Readiness Providers may choose two (2) additional Floating Personal Days per calendar year. Providers must identify Floating Personal Days below:

\_\_\_\_\_  
Month                      Day                      Year

\_\_\_\_\_  
Month                      Day                      Year

Changes to Floating Personal Days will **NOT** be permitted once submitted.

**Once holiday dates are entered into the data system, they cannot be changed.**

Provider Signature \_\_\_\_\_

Date \_\_\_\_\_

Provider Name \_\_\_\_\_

Date \_\_\_\_\_

Please include a list of any additional unpaid closings that you may have.

Month	Day	Year

SAMPLE