

Holiday Attendance Form Policy and Procedure

In order to receive reimbursement for meals served on holidays, providers are required to submit a Holiday Attendance Form for children in care that day. A master of the Holiday Attendance Form is included in this manual, or may be requested from the Western Dairyland CACFP office.

Parents must list their children, the times they were in care, and sign the document. The form may be used by multiple families. Holiday Attendance Forms must arrive at the Western Dairyland CACFP Office by the 4th business day of the month following the holiday.

Attendance forms must be completed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

This institution is an equal opportunity provider

Holiday Attendance Form

Provider _____
Holiday _____

Provider # _____
Date Open _____

Parents: Please sign to verify that your child was in attendance for the holiday noted above, for the times indicated.

	Child First Name	Child Last Name	Time in	Time out	Parent signature	Date
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____

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