



## Report of Absences for At-Risk Children

### The Rilya Wilson Act, F.S. 39.604 and At-Risk Children, F.S. 1002.87(9)

The purpose of this law is to ensure child care providers are held accountable for keeping track of and monitoring the health, safety, and welfare of all at-risk children under the age of school entry who is enrolled in the School Readiness program. If an at-risk child under the age of school entry is absent from the program on a day when he or she is supposed to be present, the person with whom the child resides must report the absence to the provider by the end of the business day. If the person with whom the child resides, whether the parent or caregiver, fails to timely report the absence, the absence is considered to be unexcused. The provider is required to report any unexcused absence or seven consecutive excused absences to the local designated staff of the Family Safety Program Office of the Department of Children and Families or the community-based lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

To: [DCF@elcbrevard.org](mailto:DCF@elcbrevard.org)

From: \_\_\_\_\_ at \_\_\_\_\_  
(Your Name) (Provider Name)  
\_\_\_\_\_  
(Provider Phone Number) (Provider Fax Number)

Date reported: \_\_\_\_\_ at Time: \_\_\_\_\_  AM  PM

Child Information: \_\_\_\_\_  
(Last Name) (First Name)  
\_\_\_\_\_  
(Birth date) (Last four of SSN)

Provider reported absence(s) by:  
 Emailing [intake@brevardfp.org](mailto:intake@brevardfp.org)  
 Calling 321-752-4650

Absence Information:

The child did not attend our program on \_\_\_\_\_

The absence(s) was reported by parent/guardian on \_\_\_\_\_  
 The absence(s) was not reported by the parent/guardian.

Please email this form to: [DCF@elcbrevard.org](mailto:DCF@elcbrevard.org)