

Information for Parents/Guardians and Child Care Providers

Attendance Policy

[Title 5, §18066]

Absences

When a child does not attend child care on authorized days, the parent/guardian is required to indicate the specific reason for the absence and sign for each day of absence on the child's attendance record/DSSR.

Absence Reasons and Limitations:

(not applicable to CAPP, C2AP, or C3AP)

Excused Absence: (A)

- Illness of enrolled child or parent/guardian (ailment, communicable disease, injury, hospitalization, or quarantine)
- Appointment of enrolled child or parent/guardian (doctor, dentist, mental health, social service, welfare, education, special education services, counseling, or therapy)
- Court-ordered visitation with a parent or relative, as required by law (court order must be on file) – custody arrangements are not the same as visitation
- Family emergency or unplanned situations of a temporary nature (court appearance, death, accident, no transportation, dangerous weather conditions, hospitalization of a family member, or illness of a sibling)

Best Interest/ Excused: (B)

[Maximum of ten (10) days per fiscal year (July 1 – June 30)]

- Vacation
- Visiting relative or friend
- Attending a party, school program/sibling field trip
- Religious observance, holiday, or ceremony
- Any absence parent/guardian determines to be in the best interest of child/family.

Unexcused: (U)

- Child did not feel like coming to school/care
- Parent or child overslept
- Abandoned services (no show or contact)
- After the ten (10) best interest days are used, additional absences in the best interest category are considered unexcused
- Any absence parent does not identify a reason for or as a best interest day

Non-contracted days: (N)

- Day that the parent/guardian does not have a need for service
- Center/Provider closed
- Child custody agreements (days that the child is not in the custody of the parent/guardian served by the program)

Causes for termination:

- Failure to abide by Participant Contract and Program Rules
- Absence of at least three (3) consecutive days without parent/guardian making contact with staff
- Five (5) consecutive unexcused absences
- More than ten (10) unexcused absences in a fiscal year (July – June)

Attendance Notification Requirements

(not applicable to CCTR/CSPP)

Parents and providers are strongly encouraged to notify ECE whenever:

- A child is absent three (3) consecutive days with or without notice to the provider.
- There is irregular use of approved hours (change in hours, change in days, and/or excessive absences).
- When a parent withdraws from care, the provider is required to contact ECE.

Please note: Actual attendance is to be consistent with the authorized services. Excessive absences can be considered abandonment of services and may result in termination from the ECE program. Excessive absences are those exceeding 50%, or more, of the authorized services.

Child Care Provider Rates *(not applicable to CCTR/CSPP)* [Title 5, §18231]

License-Exempt Home Providers

Each license-exempt home provider must submit a completed *Rate Sheet: License-Exempt Home* form indicating the rates requested for providing child care for the children served by ECE.