ALL CHILD CARE PROGRAMS

Three-Day Absence Policy
for Licensed Providers And License-Exempt Centers

It is the policy of YMCA Childcare Resource Service, Stage 1 Child Care that, if a child has been absent from your care for three days in a row, on any authorized schedule (day, evening, or weekend), you must notify your regional office on the third consecutive day of the child’s absence. You must also document on the Attendance Sheet that a 3-day absence call was made, the date it was made, and the number of hours the child would normally attend.

The Child Care Programs pay for authorized absences that occur during normal hours of attendance. This applies both to fixed or flexible child care schedules. This ensures that a child will continue to have a space if he/she has an extended illness or related absence.

If you do not do the following, we will not pay for absences that occur after the child’s last day of attendance:

- Notify us on each third consecutive day of the absence,
- Document the specific reason for the absence and the day the call was made,
- If child care is on a flexible schedule, you must indicate the number of hours the child would normally attend.

________________________________________  ______________________
Provider’s Signature                          Date

________________________________________  ______________________
Child Care Case Manager                      Date