

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