THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
ATTENDANCE NOTIFICATION AGREEMENT

In order to meet the needs of families and children for access to quality child care it is necessary to make the best possible use of child care resources. Child care providers are required to make every effort to insure that each child care slot is filled at all times. Whenever a child leaves care, the provider must move quickly to make that slot available to another child who is waiting for care.

Subsidized child care policy allows for children's absence due to illness, emergencies, and a maximum of two weeks' vacation per year (explained absences). All other absences are considered unexplained. Excessive absence (11 or more absences for any reason in a 30 day period or three consecutive unexplained absences at any time) will result in reassessment of your need for subsidized child care. In order to be sure that you do not lose your child care slot if your child is absent, and to make sure that your child's slot does not remain empty if you remove your child from care, we ask you to do three things:

- Notify the child care agency at least 2 weeks in advance if you plan to remove your child from care;
- Notify the child care agency immediately to explain any absence of your child; and
- Notify the child care agency immediately if you receive an Advance Notice of Termination and you have withdrawn your child from child care services.

If excessive absence results in a determination that you no longer need child care or that child care services are being misused, you will be sent an Advance Notice of Termination. Your child care services will end on the proposed end date on the Notice (or on the voucher or authorized end date, whichever is sooner), unless you contact the child care agency before that date to explain your child's absence, or to request a Review of the termination decision.

My signature below indicates that I understand the information in this document and agree to notify the child care agency as indicated above.

_____   _____
Signature of Parent or Guardian   Date