

Attendance Policy

1. Check in/out is required upon arrival and release of children
2. Children may only be released to individuals on your enrollment forms - anyone trying to pick up child not on the list may be subject to having the authorities called.
3. There is an absent day policy in effect to cover the provider in case of a life event. Please try to call if you are not going to make your scheduled day.
4. The caretaker is required to provide a list of person(s) eligible to pick up children upon registration. Caretaker is allowed to change list at any time. Center will NOT release child to anyone not on the pre-approved list. We will release children according to custody agreements.
5. When a child does not arrive for their scheduled time or another program there will be a follow-up to check on the child's well being.

PFCC Coverage for Sick Days, Suspensions, and Missed School Days

Policy Statement

Publicly Funded Child Care (PFCC) does not cover child-care hours during school time when a child is scheduled to be in school. This includes days when a child is:

- Sick and stays home from school
- Suspended from school
- Absent from school for any reason on a scheduled school day

Because PFCC is based on the child's school schedule, **PFCC cannot be used to pay for care during school hours** when a child does not attend school.

Parents/Guardians will be responsible for payment for any care provided during school hours on these days.