



Excessive Absence Policy (Updated February 2025)

Providers are responsible for tracking attendance and recording absences for all children in their program. Providers are still paid for these occasional absences, and absences will be tracked against an Excessive Absence policy of 40 occasional days (or 20 consecutive days) per enrollment year, across all providers where a child is enrolled.

There are several benefits of regular attendance to children and families.

- Children's learning and development grows through consistency.
- Children's social and emotional growth is enhanced.
- Children are more prepared for school.

If a child is part-time and not expected to attend every day (for example, if the child's normal schedule is Tuesday-Friday) then the provider can mark Monday as an Off Day, rather than an Absence, and these do not count against the 40-day absence total. These should be the same days every week. If days are not consistent, then Absences must be marked.

Full-time children will be recorded as Absent any time they miss a day when the provider is open and operating, whether the absence was pre-planned (vacation) or not (illness/emergency). Full-time children should not have any Off Days marked.

The parent of any child who will not be using care for two (2) weeks or more should notify the eligibility office to set up a gap in their voucher, so the absences do not continue to accumulate against the excessive absence total. Providers do not receive payment when there is a gap created.

Warning letters will be issued to families and all providers where a child is enrolled when they have missed 10, 20, 30 and 35 days, with voucher termination at 40 days. **Families must wait 60 days to reapply to the waiting list for vouchers when a child was terminated due to excessive absences.** Vouchers will also be ended if the child has missed 20 consecutive days, but the case will remain open, and the child is still eligible for vouchers through the end of the subsidy period if needed.

If a family provides documentation about a child's chronic or serious medical condition or hospitalization, they can be approved for additional absence days if needed. This process is conducted on a case-by-case basis. This does not apply to normal illnesses, which will be marked as Absences.