

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">ABSENTEEISM</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.17</p>

Preamble

A child is considered absent any day that he/she is away from a subsidized Child Care space for any reason, such as vacation, sickness, visits to relatives and/or unknown.

An "Absenteeism Day" is defined as any regularly scheduled attendance at Child Care whether full-day, half-day, before- and after-school, or other. Each scheduled attendance counts as one day.

The Rainy River District Social Services Administration Board (RRDSSAB) establishes the number of days a child can be absent from their approved subsidized Child Care space.

Policy

The amount of days allotted for absenteeism is dependent upon the number of days the child(ren) is approved to attend and is pro-rated from the effective date of the *Parental Agreement*.

For children who do not attend their scheduled day for any reason, the following applies:

- a) If a child is scheduled for a full- or half-day and **attends less than two hours**, and is either sent home due to illness or the parent picks the child up early, the child shall be billed as an Absenteeism Day;
- b) If the child **attends for more than two hours** and is either sent home due to illness or the parent picks the child up early, the child shall be billed as a full- or half-day of care;
- c) If a child is scheduled to attend before- and after-school and is absent that day, the Child Care Program will bill the before-and

after-school as one Absenteeism Day, at the before- and after-school rate;

- d) If a child is scheduled for before- and after-school and attends before-, but not after-school, before- will be paid at the before-school rate and the after-school will be billed as an Absenteeism Day.

The following number of Absenteeism Days are allowed:

- a) A child approved to attend Child Care four or five days per week is allocated two days per month for a total of 24 Absenteeism Days per calendar year (January 1 – December 31);
- b) A child approved to attend two or three days per week is allocated one day per month for a total of 12 Absenteeism Days per calendar year;
- c) A child approved to attend one day per week is allocated .5 days per month for a total of 6 Absenteeism Days per calendar year;
- d) A child who is attending Child Care on a drop-in basis is not allocated Absenteeism Days.

Unless prior approval has been obtained from the RRDSSAB, a child is not to attend Child Care, if the parent(s) is not at work or attending school. The parent(s) will be billed full fee for days attended, if in violation.

A parent(s) who is attending college/university/school may be granted five additional Absenteeism Days for Christmas holidays and/or five additional days for March Break, with prior approval from the RRDSSAB. Any parent/caregiver who may require additional Absenteeism Days for this purpose must contact the RRDSSAB, prior to commencement of this time off. Additional days, during these times, may not be approved, if the RRDSSAB is not contacted immediately upon knowledge of the required amount of days.

If, due to unforeseen circumstances, Absenteeism Days have exceeded the allocated amount, additional Absenteeism Days may be granted at the discretion of the Children's Services Manager. Additional days may not be approved, if the RRDSSAB is not contacted immediately upon knowledge of the exceeded or required amount of days, for example, if the child or parent is hospitalized for an extended amount of time.

Monthly allocated Absenteeism Days will accumulate, if not taken in the month they were granted, however, they cannot be carried into the next calendar year.

Parents are allowed to exceed their monthly allocation, for example, if the child attends four or five days per week and is ill for three days in January, when the "Absenteeism Bank" contains only two days, the RRDSSAB pays for the three days, resulting in a balance of 21 absenteeism days for the rest of the calendar year.

Should a child be withdrawn from Child Care for any reason and the Absenteeism Bank be overdrawn, the parent(s) must refund the RRDSSAB for the additional days taken. For example, if the child is withdrawn from Child Care on June 1st, the parent(s) would have been allocated 12 Absenteeism Days (based on full-time enrollment). However, if 14 Absenteeism Days have been used, the parent(s) must refund the RRDSSAB for two days.

Absenteeism Days are allocated to each child; days cannot be transferred from one child to another.

It is the responsibility of the parent to be aware of the number of Absenteeism Days that have been allocated for each child, and how many are remaining for the calendar year.

Absenteeism Days are tracked within the Ontario Child Care Management System (OCCMS) and the parent(s) can confirm the number of days remaining by contacting the Children's Services Support Worker (CSSW).

The entitlement of and number of Absenteeism Days is subject to change, if family circumstances change. Days may be prorated, if Child Care terminates, the schedule for Child Care changes or at the discretion of the RRDSSAB.

In addition to the amount of Absenteeism Days allocated by the RRDSSAB, the Child Care Program may provide additional Absenteeism Days. If so, the monthly Absenteeism Days are shared between the RRDSSAB and the Child Care Program. For example, if the child is absent for two days, the RRDSSAB funds one day and the Child Care Program funds the second day.

If the number of Absenteeism Days allowed is exceeded, the file is referred immediately to the Children's Services Manager for review. The subsidized parent is given the choice to either withdraw the child or make payment for the days absent beyond their allowable amount. Should the latter be chosen, the RRDSSAB will collect the full fee from the parent(s). Should payment not be collected in the manner agreed upon, the fee subsidy file will be terminated.

Should a child not enroll on his/her scheduled start date, the allocated Absenteeism Days will be pro-rated accordingly.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010

Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES: POLICY AREA POLICY NAME AND NUMBER