

WEST POINT CHILD AND YOUTH SERVICES

Absence Reporting

IMPORTANT NOTICE FOR CHILD DEVELOPMENT CENTER (CDC), SCHOOL AGE CENTER (SAC) AND STRONG BEGINNINGS (SB) PATRONS:

Absence Reporting: For the safety of your children, **it is now a DoD/Army CYS requirement for CDC, SAC and SB patrons (including Hourly Care patrons) to notify their child care facility when their child will not be in care at the usual time.**

2018 Army Higher Headquarters Inspection: “Ensure that all children enrolled in the program are accounted for. If there is no prior notification of child’s absence...notify parents to account for the whereabouts of children. Parents are contacted when children do not arrive at the scheduled/usual time.”

Please notify CYS of the absence **no later than before the day of the absence** (whenever possible) to include if your child will be absent multiple days. If you are not sure when your child will be returning to care please let us know by e-mailing/calling **each** day the child will be absent.

Per IMCOM CYS guidance, if your child cannot be accounted for, CYS staff will make multiple attempts to contact you to determine the whereabouts of your child.

HOW DO I NOTIFY CYS THAT MY CHILD WILL BE ABSENT?

- 1. E-mail (Preferred):** Send an e-mail to the following address
wpchildcareattendance@gmail.com (checked daily by CYS staff)

Subject line = Attendance (Your Program) *Example = Attendance (CDC)*
Body of the e-mail = Your child(ren)’s name, program, date and timeframe of absence
Example = Bobby Smith, SAC, 1/17/18, 0900-1100

- 2. Call/In Person to Front Desk:** Either call or let front desk staff know of the absence.

Code Red reservations: **Approved Mission Essential Families may now also choose to e-mail their Code Red care reservation requests to the above e-mail address.** Refer to the Code Red Child Care Reservations flyer/policy within your approval letter for more details.

Please **do not** use this e-mail address for any requests not related to attendance and/or Code Red child care reservations. This email does not substitute current notification procedures for vacation days.

Patrons, please share this information with Family members and emergency contacts.
CYS thanks you in advance for your understanding and cooperation with this new policy.



**QUESTIONS? PLEASE CONTACT YOUR FACILITY
MANAGEMENT TEAM.**

**STONY CDC: (845) 938-4798/4523
LEE AREA CYS FACILITY: (845) 938-8530/0941**



**CYS WILL BE IMPLEMENTING NEW ABSENTEE
PROCEDURES BEGINNING 5 FEBRUARY 2018**

**PLEASE CONTACT YOUR CHILD'S
BUILDING (FRONT DESK)
IF YOUR CHILD WILL BE ABSENT**

**EMAIL AT
WPChildcareAttendance@gmail.com**

**OR
SPEAK TO THE FRONT DESK
(PHONE OR IN PERSON)**



**IN THE EVENT YOUR CHILD CANNOT BE ACCOUNTED FOR
THE FRONT DESK WILL CONTACT YOU DIRECTLY**



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