

WEST POINT CHILD AND YOUTH SERVICES

Child Absence Reporting (Updated E-mail)

IMPORTANT REMINDER FOR CHILD DEVELOPMENT CENTER (CDC) AND SCHOOL AGE CENTER (SAC) PATRONS:

It is a DoD/Army CYS requirement for CDC and SAC patrons (including Hourly Care patrons) to notify their child care facility when their child will not be in care at the usual time.

2019 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 to be contacted when children do not arrive at the scheduled/usual time.” New (2019): “For children that arrive from school via bus, the parents and school are notified if children do not arrive.”

Please notify CYS 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 return to care, please let us know by e-mailing/calling each day the child will be absent.

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

- 1. E-mail (Preferred):** Send an e-mail to the following address (checked daily)
usarmy.westpoint.imcom-fmwrc.list.cys-attendance@mail.mil

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.

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



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

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

