

WEST POINT CHILD AND YOUTH SERVICES

Absence Reporting

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

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

PLEASE NOTE: Notification is required should your child not be taking the bus to SAC After Care.

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 by CYS staff): **westpoint_cys_attendance_notification@army.mil**
Subject line = Attendance (Your Program) *Example = Attendance (CDC)*
Body of the e-mail = your child(ren)'s name, program, date, time and reason for absence.
Example = Bobby Smith, SAC, 1/17/18, 0900-1100 (doctor appointment)



- 2. In Person to Caregiver:** Let the caregiver in your child's classroom know of the absence.
- 3. Call/In Person to Front Desk:** Either call or let front desk staff know of the absence.

Please notify CYS of the absence **no later than before the day of the absence** (whenever possible).

If your child will be absent multiple days, please let us know by e-mailing **each** day the child will be absent (unless you've notified us in advance that your child will be absent multiple days).

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

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



QUESTIONS? PLEASE CONTACT YOUR FACILITY MANAGEMENT TEAM.

STONY CDC: (315) 774-9236

SAC FACILITY: (315) 774-9237

