

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: FEE SUBSIDY – ABSENTEEISM	SECTION: CHILD CARE SERVICES
DATE: June 17, 2004	POLICY NO.: KDSB-CCS-IV-06
APPROVED BY: Resolution No. 2004-54	REVISED: Resolution No. 2009-37

PURPOSE:

To outline the process and limitations for subsidy when a child is absent. 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, visit to relatives or any unknown reason.

POLICY:

The Kenora District Services Board provides an Absenteeism Allowance which is a fixed number of absences per year, thirty-six (36), pro-rated at three (3) per month for children receiving subsidized child care.

PROCEDURE:

1. When a parent is approved to receive child care subsidy, a letter will be sent which authorizes the maximum child care cost, the Kenora District Services Board cost, the parent contribution (if any), the effective date, the review date, the number of eligible days of subsidized care per month, and the maximum number of allowable subsidized absent days per month (3). (Appendix A)
2. At the beginning of each month, the allotment will refresh and begin at three (3). The allotment will not be cumulative but past history will be taken into consideration when allotment is exceeded and a request for additional “absenteeism allowance” has been forwarded.
3. If the child has exceeded their maximum allotment, the parent may submit a written request for additional “absenteeism allowance” to the Manager of Children’s Programs, providing appropriate documentation (i.e. serious illness, family crisis). The Manager of children’s Programs will review the submission and advise the parent of the outcome of his/her request within five (5) business days.
4. If the parent incurs a debt for child care due to exceeding the allowable absenteeism policy, such debt must be paid within 30 days or a suitable payment plan must be arranged with the service provider, in order to remain eligible for fee subsidy.