

SUBSIDY ABSENCE INFORMATION (APPENDIX A)

Child's Full Name

PARENT/GUARDIAN INFORMATION

First Name

Last Name

Subsidy Number

INFORMATION

As a family who receive a fee subsidy from the City of Toronto, please read.

CECC must submit attendance sheets to the City of Toronto to report the number of days each child attends per month. In order to do this, we must have accurate information regarding the time your child is absent from their programme.

The following is a review of the City of Toronto's Policy on attendance.

- You are entitled to take up to thirty-five (35) days off in one calendar year (January-December)
- The absent days include: Sick, Vacation or Absence for any other reason
- You may take no more than 20 days consecutively
- You are still responsible to pay your daily fee (if applicable) when your child is absent

If your child is absent for more than 35 days, you will have to pay CECC's full fee rate for the extra days.

If you have a child with special needs or a prolonged illness, you may appeal to Children's Services if you exceed the allotted 35 days. The appeal process is not a guarantee therefore you will still have to pay the full fee rate until the City makes a decision.

ACKNOWLEDGMENT

I have read the City of Toronto's "Subsidy Absence Information" and agree to pay CECC for above child at the full daily rate, if I use more than my allotted days.

Date

Parent/Guardian Signature

Parent/Guardian Signature

Note: There must be a signature from each of the Parent/Guardians listed above