
WEST HILLS COMMUNITY COLLEGE

PROGRAM

EXCUSED ABSENCES

The purpose of this policy is to state acceptable excused absences for children enrolled at the West Hills College Child Development Center. This policy is required by the California Department of Education for purposes of reimbursement for Department of Education Grants, Federal Block Grants, and State Preschool Grants according to funding terms and conditions.

Acceptable excused absences for children enrolled at the West Hills College Child Development Center are as follows:

1. Illness of child
2. Illness of parent
3. Quarantine of family (chicken pox, measles, etc.)
4. Family emergency (any housing, food, transportation, medical, employment, legal, personal, or financial situation that significantly disrupts the life of the family)
5. Court ordered visitations (order must be on file)

Additional acceptable excused absences (in the “best interest of the child”) are limited to ten (10) days during the contract period and are as follows:

1. Staff development day
2. Cancellation of class, allowing parent to spend time with child
3. Visitation of in/out of state relative or significant person in child’s life
4. Parent not working

Board approval date: 10/28/97