



Brooklyn Child Care, Inc.
 800 Poly Place
 Brooklyn, New York
 11209
 718-630-2831
 Cell:718-608-7318



Absent Policy Form

Dear BCCI Families,

When you know in advance that your child will be absent: for example, graduation, wedding, concert, vacation, family activity, working from home, visiting families etc. it is mandatory that you inform us that your child will be absent. Please inform us at least a week ahead of time via email to the director at daycarebcc@gmail.com and your child’s teacher via email or call the school office. Also, you can write a note to the teacher a week ahead of the scheduled absence.

For a sudden illness or other emergencies please inform the Director and your child’s teacher **by 9am that school day.** This is mandatory by NYC Department of Health.

If your child will be late to school, please email the director at daycarebcc@gmail.com and your child’s teacher **by 9am that school day.**

Thank you!

I (Print your name)_____ understand the Absent Policy and will notify the school on time to follow the Absent Policy.

Child Name_____ Parent Signature_____

name:_____

Date:_____