

## **Attendance Policy**

- Plan for your child to attend the program five (5) days a week for the duration of services.
- Please contact the Site Director to inform them if/when your child will be absent.
- If your child is absent four (4) consecutive days from the program, your child may be placed on probation and you will be notified.
- If the unexcused absences continue, your child will be asked to leave the program. Children who are enrolled in the program, but are removed from the program due to voluntary, disciplinary, or poor attendance will not be guaranteed re-enrollment in the program.

## Pick up Times

- Pick up times will be at 5:30pm for kindergarten and first graders and 6:30pm for grades 2nd-5th.
- Please be prompt to pick up your child.
- If you are running late you must notify the Site Director.
- Any adult unfamiliar to our staff must present a valid photo ID so we can cross reference with the authorized pick-up person(s) on the student's registration.
- If late pick-up occurs three (3) consecutive times, your child will be placed on probation or asked to leave the program.