

## **Absentee Policy**

Any child who will not be attending the Comet Care program must call their child out. It is very important that the staff is aware of who is absent. If your child will be attending an after school activity and then attending Comet Care afterwards, they must call and submit a form stating the information.

### **COMET CARE POLICY ON FAILURE TO REPORT STUDENT ABSENCE**

The determination that all scheduled children are present is a vital safety feature of the Comet Care after school programs. Parents of enrolled children must cooperate to the fullest extent possible in that process.

If a child will not be attending the after school program on a scheduled day, parents must report the child's anticipated absence prior to the start of the program day. All parents must fill out a communication form and send it in to the school. Notification may be made in writing or by telephone. Notification for after school programs must be made prior to 2:45 p.m. On early dismissal days, these times must be adjusted to the bus run or school dismissal time accordingly.

Time spent by teaching or office staff tracking the whereabouts of a missing child is frightening and disruptive. A staff member engaged in finding a child is unavailable to supervise the group, posing a potential threat to the safety and well-being of the children who are present.

Therefore, Comet Care will impose the following penalties for failure to report a child's impending absence:

1st Occurrence: Written warning

2nd Occurrence: \$10.00 fine and written warning of penalty for third occurrence.

3rd Occurrence: Suspension for one week, effective Monday of following week

Continued occurrences may result in permanent removal from the program.

Parents will be held responsible should their child fail to report to the program, and the same penalties will apply.