



## **Student Attendance and Absentee Policies**

### **Student Attendance Policy**

The key to your student's success is faithful session attendance. Regular, frequent, direct instruction is powerfully effective as it relates to helping your student close skill gaps and improve cognitive processing. Please ensure that your student attends each session and arrives on time, ready to learn. We thank you for your help as we partner together to help your child grow in confidence and in scholastic competency.

### **Student Absentee Policy**

If your student needs to miss a session for planned absences such as dentist appointments and sporting events, please let the scheduling coordinator know as soon as you know, and at least one week in advance. The scheduling coordinator may be reached at the office via phone (641-780-7936) or email ([applesofgoldoffice@gmail.com](mailto:applesofgoldoffice@gmail.com)). However, if your student comes home from school ill that day, or you have an emergency, we will accept notification anytime prior to the start of his or her session. After three last-minute cancellations per contract, we will regretfully have to begin charging \$25 for each unplanned absence. For last-minute notifications, please call your child's instructor **and** leave a message with the scheduling coordinator (641-780-7936).

### **No Show Policy**

If we do not receive notification before the start of the session that your student will be absent, your account will be charged \$25.00 for the session. This fee applies each time there is a "No Show" without notification before the start of the session. However, the missed hour will not be tracked on your student's instruction tracker as this tool determines when it is time for your student to be retested.

If an instructor is ill and we are unable to find a substitute or reschedule your appointment within the week, we will add a free hour of instruction on to your student's contract.

By signing below, you signify that you have read, understand, and agree to the Student Attendance and Absence Policies described in the above paragraphs.

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Signature

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Date

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Staff Signature

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Date