

## HCC POLICY ON FAILURE TO REPORT STUDENT ABSENCE

The determination that all scheduled children are present is a vital safety feature of the Haddonfield Child 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. Notification may be made in writing or by telephone. In the case of afternoon EDKP, this notification must be done prior to 10:45 a.m. 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, Haddonfield Child Care will impose the following penalties for failure to report a child's impending absence:

- |                 |                                                                  |
|-----------------|------------------------------------------------------------------|
| 1st Occurrence: | Written warning                                                  |
| 2nd Occurrence: | \$15.00 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.

Approved 11-15-95