

HIGH DAY ABSENTEE POLICY

We believe that the efficiency and effectiveness of our group is dependent on all of us being present. Please plan on attending for the duration of HD and keep absences *to a bare minimum*. Please do not schedule unnecessary appointments or vacations that conflict with HIGH Day. We need each other. The following guidelines will ensure that the days go smoothly for all.

EXCUSED ABSENCES:

If you have a planned absence, such as in the case of a family wedding or out-of-town trip, please make sure to follow these rules.

1. Let the Leadership Team know, as far in advance as possible. Address any planned absences to Stephanie - mom2momemail@earthlink.net and be absolutely certain you have "coached" your helper on what to teach in your absence.
2. Find a replacement for your helper in your class (as she will become the teacher) and a replacement for yourself as helper or nursery worker for whatever else you may miss. *Stephanie will direct you to the correct people to contact as subs. It is your job to then contact those people to secure them as your replacements.*
3. Notify Stephanie of your replacements by the Wednesday prior to the day you will be absent.

UNPLANNED ABSENCES:

If you are unable to attend HIGH Day unexpectedly, as in the case of illness, please do the following:

1. Call Stephanie immediately. (H) 407-322-5257 OR (C) 407-415-5584. If you cannot reach Stephanie, please call Jenni at 407-744-6529.
2. If possible, find replacements for your classes. Stephanie will direct you to the correct people to contact as subs. (For instance, if you or your child becomes ill on Thursday night, you will make the contact with possible subs.)
3. Notify Stephanie when you have your classes covered.

UNEXCUSED ABSENCES:

An absence is considered unexcused when no notification is given for your absence and you are not present for HIGH Day. Should you have more than 1 unexcused absence, the Leadership Team may discuss the possibility of having your family discontinue membership with HIGH Day.

Please note: Nursery and Pre-K children will not be allowed to attend HIGH Day without their own parent present. Children in kindergarten on up may attend with another mom who has agreed to assume responsibility. Please notify Stephanie when arriving if you are supervising any children who are not your own.