

Exploring the Puddle

Early Learning Centre

Policy 32.0

CHILD ABSENCES

If a child is absent, parents are still expected to pay for their seat

Procedure:

1. No fee decrease will occur if a child is sick with the exception of a serious illness lasting longer than 1 month. If a child has a serious illness in the excess of 1 month, repayment will be available to the family. A doctor's note will be required and a meeting between staff and the family will need to occur before repayment. No refund will be given for illness last 1 month or shorter.
2. No fee decrease will occur if a child if a child is absent for 1 week or less (in relation to drop in coverage)
 - a. A fee decrease may be available to a family absent for more than 1 week **ONLY IF** a drop in can be arranged by an Educator with another family **CURRENTLY ATTENDING THE CENTRE.** If a drop in cannot be arranged, families are expected to pay for their seat in full. Arranged drop ins will reflect on the next month's invoice.
 - b. Drop ins are arranged by staff only and will be taken on a first come first serve basis for both parties (the family wanting a decrease in fees and the family wanting a drop in spot)

Last update: May 2015

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