

Exploring the Puddle

Early Learning Centre

Policy 5.0

EDUCATOR ABSENCES

Due to sicknesses or emergency situations staff may be unable to attend on short notice.

Procedure:

1. Educators will do their best to give as much notice as possible
2. Educators will do their best to find a suitable replacement to fill in during their absence
3. If a staff illness or staff emergency situation lasts longer than 1 day where the program has to be closed families will be reimbursed for missed days.
4. Families will be notified of Staff vacations upon entry and monthly rate will be adjusted accordingly

Last Update: March 2013