

BYRON ELEMENTARY CHILD CARE
ATTENDANCE AND ABSENCE

The child care program is funded entirely by the fees the parents pay for our services. We strive to keep costs at a minimum while maintaining a high quality program. Our greatest expense is staffing the program and our staffing schedule is determined by the number of children registered to be in attendance at any particular time. Therefore, it is very important to have accurate information for us to keep costs down while insuring the safety of the children.

On a weekly basis parents are to pre-register the student's time and days of the attendance for the coming week. **If a child is not pre-registered we reserve the right to refuse service if our staff to child ratio will be compromised.**

ON FRIDAY PRIOR TO THE ENROLLMENT WEEK WE WILL CONSIDER YOUR SCHEDULE ACCURATE AND YOU WILL BE BILLED FOR THE DAYS YOU HAVE CONTRACTED. YOU MAY ADD HOURS AS LONG AS WE HAVE SPACE BUT NO CREDIT WILL BE GIVEN FOR ABSENCES OR TIME LOST.

If your child is ill you MUST call the Child Care before you child is scheduled to arrive. Please do not assume the school office will notify us of a child's illness or absence. We take the responsibility of caring for your child very seriously. If we are not notified of an absence, we will make every effort to find your child when they do not arrive as expected. **In the event that you have neglected to notify us of an absence or schedule change and we have unnecessarily had to try and locate your child you will be billed \$5.00 in addition to the minimum charge for the scheduled day.*(*

I HAVE READ AND UNDERSTAND THE ABOVE POLICY.

Parent's signature _____

Child's name _____