



Policy # 03

Revision date: December 9, 2018
July 15, 2019

Whitestone After-School Program Attendance Notification Policy

Purpose

This policy is intended to give Parents and Guardians guidelines on the protocol for notifying the After-School Program Coordinator and the Whitestone Lake Central School in respect of a child's attendance at the After-School Program

Policy

Weekly Notification:

Parents and Guardians shall notify the After-School Coordinator a week in advance if possible, of the intended schedule of attendance for their child at the After-School Program

Daily Notification:

Where a change in the attendance schedule is required (either a child will not be attending the After-School Program as previously scheduled or the child will attend the After-School Program, and the Program Coordinator was not notified through the weekly notification process) the Parent or Guardian shall:

Notify Whitestone Lake Central School by telephone or in writing providing details of the change

Additionally, parents or guardians may notify the After-School Program Coordinator by telephone or text of the change.

Parents or Guardians must have confirmation from the Program Coordinator and or the Municipality of Whitestone (if the parent is in arrears with payment) that the child may attend the program.