

## Attendance Policy

### Version control

| Date | Action                                | Next review |
|------|---------------------------------------|-------------|
|      | New policy                            |             |
|      | Policy reviewed and approved by Board |             |
|      |                                       |             |

To ensure the success and smooth running of our extracurricular program, Cresconova Labs has implemented the following attendance policy.

### Purpose

Regular attendance is vital to the growth, skill development, and overall experience of each participant. Consistent attendance also ensures effective planning and continuity for the entire group.

### Policy Details

#### 1. Notification of Absence

- 1.1 Parents must notify the instructor or program coordinator in advance if their child will be absent from a scheduled class or activity.
- 1.2 Notice should be provided at least 24 hours prior to the scheduled class.

#### 2. How to Notify

- 2.1 Parents may notify the instructor through email or phone.
- 2.2 Please provide the following information:
  - 2.2.1 Child's full name;
  - 2.2.2 Date and time of the class; and
  - 2.2.3 Reason for absence.

#### 3. Unnotified Absences

- 3.1 If a child is absent without prior notice, the instructor will follow up with the parent to check on the child's well-being.
- 3.2 Repeated unnotified absences may impact the child's participation in future activities or events.

#### 4. Emergency Situations

- 4.1 In case of sudden illness or emergency, parents are requested to notify the instructor as soon as possible, even if such notification is received after the scheduled class time.

## 5. Cancellations

5.1 As a charitable organisation with limited resources, we regret that we are unable to provide refunds for missed classes.

5.2 Make-up opportunities may be offered in special circumstances and are subject to instructor availability.

### **Acknowledgement**

We appreciate your cooperation in following this policy to help us maintain a structured and productive program.

.....  
Parent/Guardian Name:

Date:

If you have any questions or concerns, please don't hesitate to reach out.