

# The Watson and Associates Literacy Center

## Attendance Policy

Please read and initial each statement.

1. \_\_\_\_\_ I am expected to bring my tutee on time for tutoring sessions. (be in person or Zoom)
2. \_\_\_\_\_ I understand that If tutoring sessions are conducted via Zoom, it is expected to be logged in before the session starts. Checking sound, video and ready to start.
3. \_\_\_\_\_ I understand that there is a 10-minute late grace period. After 15 min. I need to reschedule, and I understand I cannot make up for the missed tutoring session.
4. \_\_\_\_\_ I will ensure my child/tutee will attend regularly to tutoring sessions. If am coming late, I need to communicate with the Literacy center as soon as possible. (10 minutes grace)
5. \_\_\_\_\_ I understand that tutoring sessions are planned and designed to be 60 minutes long. If my child comes or logs in late there is no makeup time.
6. \_\_\_\_\_ I understand that two (2) consecutive absences will result in dismissal of the program. (Except for medical reasons or a family emergency).
7. \_\_\_\_\_ I will send notification within at least 24 hours If I need to report an absence.

I understand the attendance, late, and absences policy.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_