

RULES AND POLICY

ATTENDANCE

1. IF YOU MISS CLASS, YOU HAVE 3 CLASS DAYS TO PROVIDE A NOTE OR YOUR PARENTS CAN PROVIDE US WITH A CALL EXPLAINING THE ABSENCE. IF NO NOTE OR CALL IS PROVIDED YOU WILL NOT RECEIVE THE PAY FOR THAT MISSED DAY. IF YOU DO NOT HAVE A VALID EXCUSE FOR BEING ABSENT FOR A TOTAL OF THREE DAYS YOU WILL BE ASKED TO LEAVE THE PROGRAM FOR THIS CYCLE; YOU MAY RETURN DURING THE NEXT CYCLE.
2. TARDIES: YOU NEED TO BRING A NOTE IN THE NEXT 3 CLASS DAYS EXPLAINING THE REASON OF THE TARDY. IF YOU DO NOT PROVIDE US WITH A NOTE, EACH THREE TARDIES WILL BE CONSIDERED AN ABSENCE

PAPERWORK

3. ALL PAPERWORK MUST BE TURNED IN BY THE 3RD WEEK OR EVERY SESSION THEREAFTER YOU WILL BE COUNTED TARDY

CLEANING

4. CLEANING: EVERYONE WILL BE GIVEN A TASK TO COMPLETE TOWARDS THE END OF THE SESSION; THE ROOM MUST LOOK CLEAN AND TIDY

Rules

5. IF YOU ARE BEING **DISRESPECTFUL TO ANYONE**, RUDE, DISTRACTING PEOPLE FROM CLASS, TALKING BACK, HITTING OTHER PEOPLE, CURSING, BEING ON YOUR PHONE, AND NOT FOLLOWING THE GROUP RULES AND THE RULES ON THIS PAGE; THE FOLLOWING STEPS WILL OCCUR:
 - a. YOU WILL RECEIVE A WARNING
 - b. YOU WILL NEED TO STEP OUTSIDE FOR 10 MINUTES
 - c. YOUR PARENTS WILL BE NOTIFIED OF YOUR BEHAVIOR AND YOU WILL NEED TO LEAVE FOR THE DAY AND YOU WILL NOT RECEIVE THE DAYS PAY

