



## Attendance and Leave Policy and Procedure(Children)

**Objective:** To provide a friendly and productive working environment for not only the children and parents but also for all staff members.

**Policy:** Leave and Attendance guidelines for the children and staff are clearly outlined in the Parent and Staff handbooks which are given at the time of induction. Leave and attendance policy falls within the labour law and learning ladder strives to provide a comfortable working environment to its employees.

**Procedure:** To uphold the policy, the following guidelines are in place:

### **Leave and Attendance:**

- Children are expected to attend in line with the attendance they sign up for at the time of registration
- Nursery starts at 8 a.m. and children should be dropped to nursery latest by 8:30 a.m.
- If a child is absent, parents should call or email by 9 a.m. to inform the nursery
- At 9:30 a.m. the Nursery nurse compiles a list of absent children and calls the parents who have not already informed the nursery
- Absences cannot be made up by substituting or swapping days
- There are no refunds or make up days for nursery missed due to travel or any other reason
- Days can be changed or swapped only for special occasions with prior approval from the teacher
- Attendance can be moved up with paying prorated difference in tuition. Refunds cannot be made to reduce attendance once term has started