

Attendance & Absenteeism Policy (2.4)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The Attendance & Absenteeism Policy establishes clear expectations for attendance, punctuality, and reporting procedures at Good Days Adolescent Special Needs Center. Consistent attendance is essential for maintaining program integrity, ensuring safety, and supporting student progress toward independence and skill development.

Section 1: Attendance Expectations

All staff, students, and families are expected to value regular attendance as a vital component of success. Staff are required to arrive on time, ready to engage and provide instruction or support. Students are expected to attend scheduled sessions regularly, as consistency is crucial to achieving individualized goals.

- **Staff** – Must report for work as scheduled and notify the Director of any unanticipated absences or tardiness as soon as possible.
- **Students** – Families are responsible for ensuring their child's timely attendance and for notifying the Center of any absences or delays.
- **Punctuality** – Both staff and students are expected to be punctual to maintain a smooth and predictable environment.

Section 2: Reporting Absences

In the event of an absence or delay, staff and families must follow these reporting procedures:

1. **Notification** – Absences should be reported to the Director or designated supervisor no later than one hour before the scheduled start time.
2. **Method** – Notification may be made via phone call, text, or email to the Director. Written confirmation may be requested for extended absences.
3. **Reason for Absence** – The reason for absence should be briefly stated (e.g., illness, personal emergency, scheduled appointment).
4. **Documentation** – Medical or professional documentation may be required for absences exceeding three consecutive days.

Section 3: Planned Absences

Planned absences by parents or guardians should be communicated as early as possible to allow for adequate coverage and continuity of services. Requests for planned time off by staff must be submitted in writing to the Director for approval at least two weeks in advance.

Section 4: Unplanned Absences and Tardiness

Unplanned absences due to illness, emergencies, or unforeseen circumstances should be reported immediately. Repeated tardiness or unexcused absences may disrupt operations and will be addressed through corrective action or performance review.

Section 5: Excessive Absenteeism

Excessive or chronic absenteeism negatively affects the quality of care, instruction, and the overall learning environment. Patterns of unexcused absences or lateness may result in progressive disciplinary action, up to and including termination of employment or discontinuation of student participation.

Section 6: Emergency Situations

In the event of severe weather, facility emergencies, or unforeseen closures, staff and families will be notified promptly through official communication channels such as text alerts, email, or phone call.

Section 7: Acknowledgment

All staff and families must review and understand this Attendance & Absenteeism Policy. Acknowledgment of receipt and understanding is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026