



# Saving Our Sons Daughters

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SOSAD has a strict attendance policy to promote healthy routines. Students will have 52 weeks to complete 52 classes. If a class is missed, whether excused or unexcused, it will be the Students responsibility to schedule a make-up immediately. Our Policy also requires each student to attend the assigned class with the class binder and **ON TIME**. Excused absences can only be issued by the Probation department. Due to limited space, we **terminate after 3 consecutive absences**. Any student that has reached a total of **(4) four absences**, without attending a make-up, **will be** terminated from the program

Make-up Class Policy and Fee:     \$15.00 to schedule + (\$30.00 day of class)

Make-up Class Fees are an additional \$15 to the regular class fee of \$30 totaling \$45.

To be approved for a make -up class, a **SOSAD MAKE UP CLASS FORM must be filled out and turn it into the office accompanied with the \$15 administrative fee**. Once the form and payment are received, a class date and time will be agreed upon and then scheduled.

On the day of class, Client must bring the regular class fee of \$30 to pay at the beginning of class. If the client does not attend the scheduled make-up class, the administrative fee will be lost. A new form and fee will be required to start the process over. A Make-up classes will be required for every unexcused absence.

Replacement/Canceled Classes:     \$30.00 class fee

Class cancelations are sometimes unavoidable. If the program has a cancelation, we do our best to notify each student ahead of time and attempt to schedule a replacement class.

Students are urged to attend to avoid missing the "one class per week" expectation. Any student that can not attend the replacement class **WILL NOT** be given an absence. Contact the class Facilitator with any other concerns or questions.

**I HAVE READ AND UNDERSTAND ALL SOSAD PROGRAM POLICIES DESCRIBED ABOVE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_