

Parent Project and Loving Solutions of Ottawa County Attendance & Successful Completion Policy

Consistent attendance is imperative for a family to realize the maximum benefit from Parent Project. Attendance at all classes is expected, however we realize that life events may happen that can interfere with a family attending class. Therefore in order to receive a certificate of successful completion the following guidelines must be followed:

- ❖ A maximum of one (1) absence during the eleven week session. Participants need to contact Stephanie Weeks at 419-734-6839 prior to the absence to report they are unable to attend. A one-on-one make up session **MUST** occur prior to the next scheduled class to cover missed material. The make-up session is at the mercy of the facilitator's calendar/schedule. It is your responsibility to contact one of the facilitators to arrange to make-up of the class.
- ❖ Make up sessions will be held at The Juvenile Court if being made up with Stephanie unless arrangements are made to make up the session an hour prior to the next scheduled class: then it will be held in the classroom.
- ❖ Make up sessions will be held during the normal work day: Monday through Friday, 8:30 am – 4:30 pm unless arrangements are made to meet an hour prior to the next scheduled session.
- ❖ Missing more than 15 minutes of any class either due to being late, stepping out of class, and/or leaving early, may be considered an absence.
- ❖ Attendance, progress and successful/unsuccessful completion will be reported to The Court or Children Services if you are Court Ordered or attending as part of a Children Services case plan
- ❖ Material fee of \$25 will be refunded to any participate with perfect attendance and successful completion.

Successful completion will be determined by a consensus of all the facilitators. The facilitators will take into consideration a parent's attendance, cooperation, participation in group, individual, and support group activities, completion of weekly S.O.S (homework), exam score, and the ability to demonstrate an understanding of session objectives. If the facilitators agree that the criteria has not been met for successful completion, parents will receive a certificate of attendance instead of a certificate of successful completion.

The facilitators may decide on a case by case basis to make exceptions to this policy; however exceptions must be agreed upon by all facilitators.

I acknowledge that I have received a copy of this policy.

Participant Signature

Date

Participant Signature

Date