



Social Diversity for Children Foundation Teacher Absence Policy

This policy outlines the measures that will be taken in case the program teacher is absent from a program session due to external causes.

SDC will try our best to ensure that the teacher will be available and ready for every program session. However, we also understand that other external circumstances and situations may arise that could lead to the program teacher not being able to attend the program sessions as planned. In the case that this was to happen, SDC will take the following actions:

1. Program participants will be alerted as soon as possible if it is discovered that the program teacher will not be able to attend a scheduled program session and the session is to be cancelled. This notification will be sent over the email.
2. The latest a program participant will be notified if there is a session cancellation is at **11 AM** on the morning of the program.
3. If the program instructor discovers that they are not able to attend the session past 11 AM on the day of the session, a substitute teacher will be found. The session will still occur as scheduled.
4. If there are any session cancellations, an additional session will be rescheduled for the week after the original end program date to make up for the missed session.
5. For example, if one Wednesday session is cancelled throughout the duration of the program, the make-up class will occur on the Wednesday of the week after the planned program end date.

If you have any questions regarding our teacher absence policy, please contact programs@socialdiversity.org for more information or clarification.



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