



## **NO CALL - NO SHOW POLICY**

If your child will not be riding the Boys & Girls Clubs of Huntington Valley bus after school on a scheduled day, **YOU MUST** notify our office before 11:00am the day of the absence.

For the protection of members, our policies require us to locate your child when they do not arrive at the Club after school. This requires our staff to call the school to see if your child was in attendance. If your child was at school, we then try to contact the parents to find out if your child was expected on the bus. This requires much time, unnecessary phone calls and dramatically impacts our level of service. It is imperative that you take a moment and contact the office to inform our staff of your child's absence.

The Boys & Girls Clubs of Huntington Valley's policy regarding "no call - no shows" is:

1. Parents will receive 3 warnings regarding the "no call - no show" policy before action is taken.
2. On the fourth offense, parents/children will receive a bus citation.
3. On the fifth, and all subsequent breaches of policy, members will be suspended from the bus program for one day.
4. If parents/guardians continue to abuse this policy, the Boys & Girls Clubs of Huntington Valley reserves the right to terminate service at our discretion.

Parents, thank you for working with us in implementing this policy. It improves your child's safety.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date