

# **East Harlem Tutorial Program**

## Attendance and Participation Policies

### Nonschool Days

On holidays and days that New York City public schools are closed, there will be no afterschool program (ie. Martin Luther King Jr., Memorial Day, Veteran's Day, Thanksgiving Day, Winter Break).

Saturdays: Following Thanksgiving and Monday before Holiday (Martin Luther King Jr. Day and Memorial Day there will be no afterschool programming. Also, 3 Kings Celebration on the second Saturday in January there will be No Tutoring.

### Other Holidays:

Weekly holidays (Veteran's days) EHTP will be open and Wednesday prior to Thanksgiving, EHTP will be open, however non-attendance will be marked as excused.

\*For students that attend on days that attendance is not mandatory will receive credit for 1 previous unexcused absence.

Weather/Incident: During regular scheduled program days, participants are expected to attend program despite normal weather conditions (rain, cold and snow). Students who do not attend due to weather condition reasons will NOT be excused in attendance.

### Waiting List

EHTP is only able to admit a limited number of students in the afterschool program. Limited enrollment is done to ensure that we provide the quality of service which includes small group homework assistance and individualize attention for projects.

Our attendance policy mandates that all participants must have an attendance rate of at least 75%. Should this guideline not be meet, participants will be placed on probation for a month with hopes that they will increase their attendance to meet policy standards. Following the probation month if the participant does not have an attendance rate of 75%, they will be disenrolled from the program.

By the first of the month, the Volunteer and Registration department will determine which students will be invited to enroll into the EHTP Program based on the amount of students that have been disenrolled (due to attendance policy or voluntary disenrollment) by grades. Once potential new students have been contacted by the Volunteer and Registration Coordinator, they are expected to attend that month's Parent Registration. Failure to attend the Parent Registration will result in forfeiting your child's enrollment

into EHTP program for that school year. Parents will then be encouraged to apply for the following school year.

### **Excused Absences**

The following is Special Consideration for Excused Absences. Excused Absences will only be counted if proper documentation is submitted by parent/guardian to the Volunteer and Registration Department.

1. Participants who have therapy sessions - physical therapy, psychological therapy, social work, etc.

Participants must bring in documentation from appointments - mainly doctors note - this date will be marked as excused absence throughout the year, we will count these as social services hours. Contact information of the doctor's office (name, location, and telephone number) are to be provided. EHTP Social Service will follow-up with medical professionals.

2. Participants who are receiving tutoring support from other organizations - mandatory reading/math from the school.

Participants must bring in documentation from their school with official schedule and length of commitment. This date will be marked as excused absence throughout the year, only as long as the parent/guardian will bring us a regular update and give us contact information with the provider so that we can contact provider as needed and as related to the support of the participant

Additional Special conditions for excused absence will be considered on a case by case basis and based on the space available.

#### *Other Special Circumstances:*

- i. Middle School Participants with younger siblings in our program

Elementary School participants with older siblings in EHTP program will be allowed to come to EHTP. There will be a designated area for these participants to be in program. There will be a capacity set of 10 per day. Registration staff will review the schedule and make a list of which participants to expect. There will be a HS Intern with these participants. .

- ii. Catholic School Participants

*In progress:* EHTP is working with Inner City Endowment for a separate schedule and support for scholarship participants who attend Catholic school.