

Guidelines for Missed Meetings

1. Please notify the 1st VP (Personnel) by phone or email when you realize that you are going to miss a meeting or as soon as possible afterward. **If you do not call the 1st VP within 3 days of missing a meeting it will automatically be considered an unexcused absence.**
2. To make-up the Parent Education portion of the meeting, you will need to complete steps A through D below:
 - a. The preferred option is that you attend another preschool's General Meeting (a list of preschools is located in the black duotang after the pink pages). If you choose this option, please have an executive member from the preschool you attend sign the attached form.

OR

Spend 90 minutes with a Parent Ed book, tape or video. All can be signed out from the Parent Ed library in the cubby area. If borrowing a book from the Public Library, it must be focused on preschool aged topics.

*Note: licensing requires 90 minutes of Parent Ed per month.

- b. Read and initial the minutes from the General Meeting. They are posted on the Parent Education board.
- c. Check with your ECE and Class Co-ordinator for any important information you missed from the class meeting.
- d. Complete the Missed Meeting Form (on the reverse of this page) and place a signed copy in the Missed Meeting box **before** the next General Meeting.