



First Steps
Academy

ADDED NOTE - BELOW

ABSENCE MEMO

May 27, 2015

Dear Parents

Just a short memo to inform all parents of our policy in informing the office about absences:

Please log on to the main website www.firststepsacademy.ca. On the left side of the page is an "Absence Button". Please click on this button and answer all the questions asked.

This new form will be enforced as of June 1st. We are proceeding with this policy to be at best practice with Licensing and Accreditation standards. Please become familiar with the process so, when you do need to use it, there is no issue or confusion.

Just a reminder - all parents must inform the office by way of the new Absence Form every time their child is not attending **for any reason**. Please ensure you follow this practice as stated in the FSA Parent Handbook.

Please sign next to your child's name as acknowledgment of this new policy. The signee is responsible to inform all other family members of this practice.

If using a mobile device, scroll down to the bottom of page and tap on **Web**. You will be able to locate the "Absence Form" from there.