



Katie Cox Dance Studio – Sick Leave and Attendance Policy

At Katie Cox Dance Studio (KCDS), regular attendance is essential for student progress. This policy outlines how absences and illness should be reported and how make-up classes are managed.

Attendance Expectations:

- Students are expected to attend all scheduled classes to ensure consistent progress.
- If a student will be absent, **parents must notify the studio** via the **parent portal**.

Illness:

- If a student is unwell, parents must notify the studio via the **parent portal** as soon as possible.
- If the illness is **contagious**, the student should refrain from attending class until they are well enough to return to ensure the safety of others.

Make-Up Classes:

- If a student misses a class, a **make-up class** can be scheduled, based on availability.
- Make-up classes must be completed **within the same term** to stay aligned with the curriculum.