

YGIC Guidelines of Operation

Volunteers are here to serve you.

The adherence to the following will help us serve better

1. Drop your child in the **classroom** by 9:55 AM. (We take this VERY seriously). Doors will be closed at 10:00 and reopen at 10:05. Children have to wait during 5 minute prayer hall time. Please pickup your child promptly at 11:35 AM.
2. Late arrival by more than 5 minutes would be considered a tardy (T). Three tardy would be considered as one absent day
3. If the teacher is not intimated ahead, it is considered absent day (A).
4. 2 uninformed absentee days (A) or 6 Tardiness (T) is considered a drop out.
5. If absence is intimated ahead it is considered a Leave day (L). Inform student's absence to the **class teacher** at least 2 days in advance. Do NOT reply to the GENERAL Communications email. Number of absentees helps us decide on the cancellation of the class / school. Your timely response makes it a easier on other. Your timeliness is a courtesy to others.
6. We expect the children to attend 18 classes to graduate. Exception will be made only after discussing with the teacher ahead of time. We adhere to this policy strictly. The policy of the school is to have quality than quantity.
7. Class cancellations in case of severe weather or special circumstances will be communicated via e-mail normally 12 hours in advance. Keeping email addresses and phone numbers updated with us is your responsibility.
8. If your friends are taking them out of the waiting area, it is your responsibility to keep in communication.
9. **Dropping the child inside the class and picking up ONTIME inside the class room is your responsibility.**
10. **The school respects the children' and parents' time. We expect the parents to respect other parent's and volunteer's time. The founding principles of the school are Empathy and Compassion.**