



INSTRUCTOR ABSENCE POLICY

In the event that you are unable to attend class, please follow these procedures in addition to emailing and texting the Credo Instructor Coordinator of any schedule changes:

- **LAST MINUTE OR EMERGENCY** – As soon as you are aware, **IMMEDIATELY** contact the Credo Instructor Coordinator via text and email and the students and parents to notify them of the change. We'd like to avoid unnecessary travel for Credo families that may only attend your class.
- **Planned vacation** – Please find a substitute to lead your class and a student's parent to supervise the class on your behalf.*
- **Maternity leave** - Please find a substitute to lead your class and a student's parent to supervise the class on your behalf.*
- **Sick leave** - Please find a substitute to lead your class and a student's parent to supervise the class on your behalf.*

*There always needs to be a Credo parent in the room with any substitute instructors.

SUBSTITUTES

All **substitutes and accompanists** must follow current Credo policies such as:

- Sign in at the front desk to receive their name tags
- If the same person is required to substitute or accompany/assist class for more than two classes, they are required to complete a Credo Application, submit a Background Check and agree to Credo's Terms and Conditions.

INCLEMENT WEATHER

- Credo Academy leadership will watch the weather and announce cancellations as needed.
- **CANCEL** - If Credo Academy leadership decides to cancel due to inclement weather, they will post the cancellation on the Credo Academy forum. A text message will also be sent as needed.
- **BUT**, it is the instructor's discretion to cancel classes if they feel driving conditions are unsafe.
- If the instructor chooses to cancel class, the instructor must notify the Instructor Liaison via text and email as well as their students/parents immediately.