

Scheduling a Make- Up Class

Know the make-up policy:

- Make-ups are for currently enrolled students only.
- There is a maximum of one make-up class per month for each class enrolled.
- Make-ups must be made up within the current month only. They do NOT carry over.
- You can make-up in any appropriate age & skill level class.
- Make-ups must be scheduled through the office and child must present Pink Make-up slip to coach.

How to schedule a make-up:

- Always check to see that student is *currently* enrolled either by looking up their account in Class Manager or by checking the office books.
- Ask what their current class and time is.
- Ask the date that they missed their class. Mark it in with an X in the Office Book.
- Find another class for the make-up. Count to see if there is space available. Check other Make-ups/Trials scheduled for the same day. Do NOT overbook.
- Fill out yellow make-up sticker in office book with child's first & last name and date of make-up.
- Fill out Pink make-up slip entirely and place it in the appropriate slot on the desk.
- Remind parent to pick up the make-up slip the day of class to give to the coach.