



Innovation School of Excellence

A Ministry of Innovation Baptist Church



Child Development Center
Infants – 2-Year-Olds



Christian Academy of Excellence
K3-8th Grade



Young Hope After School Program
Ages 3-16

ABSENTEEISM FORM

STUDENT NAME	LAST DATE OF ATTENDANCE	DATE RETURNING	REASON FOR ABSENCE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

ABSENTEEISM POLICY

The following policies pertain to all students in childcare through the 8th grade.

- There will be no adjustment in fees due to absenteeism during the regular academic school year (from August to May). This policy is effective for all students, regardless of the program in which they are enrolled. This includes vacations and holidays, as well as closures due to extenuating circumstances (fires, hurricanes and/or other acts of God).
- If a parent provides financial documentation demonstrating payment for alternative care due to closure, a credit can be applied to their account. The credit will not exceed ISE's per-day tuition rate established for that account.
- The regular holding fee is \$100 per month per child. If a student is out for less than a month, the holding fee will be based on a prorated amount and the parent will also be responsible for the prorated tuition for that month. When considering the proration of tuition, ISE only recognizes and honors absences more than 10 working days. If a student is out for any length of time less than two weeks, full tuition is required. All Coalition parents are required to pay their regular tuition to hold their child's slot.
- Any accounts with outstanding balances must be paid in full unless a payment plan is established in writing before ISE is able to hold a slot. If the required balance in full or required payment according to the payment plan is not received, the student's name will be removed from the roster immediately.
- The holding fee must be paid by the 5th of each month. If the holding fee is not paid, your child's slot will be forfeited and there is no guarantee that a vacancy will be available upon his/her return.
- Our attendance policy requires ICAE students in K3-8th grade, which includes all VPK students, to possess a certain amount of core instructional hours as part of the learning component, for accreditation purposes and in compliance with the Florida Department of Education. It is the parent's responsibility to make sure that all homework assignments are gathered before leaving the school. It is the policy of ISE to require a holding fee during the summer months to secure a student's slot during a vacation or an extended period of time. Holding fees are required for all infants to K-4 (K-4 students not enrolled in VPK) because of our extended waiting list. K-5 through 8th grade students are not required to pay holding fees during the summer months.

Please check a box below to inform us if you would like to secure your child's slot.

Yes, I would like to secure my child's slot.

No, I forfeit my child's slot.

Your signature below affirms that you understand and agree to adhere to the terms stated above.

Parent Signature

Date

Administrator Signature

Date

CORPORATE OFFICE
329 Ausley Road
Tallahassee, FL 32304
Ph: 850-575-5580
Fax: 850-575-0833

MAIN CAMPUS
333 Ausley Road
Tallahassee, FL 32304
Ph: 850-575-5580
Fax: 850-575-0833

ISE NORTHWEST
411 White Drive
Tallahassee, FL 32304
Ph: 850-576-8882
Fax: 850-576-8884

ISE ON THE WAY
2150 Belle Vue Way
Tallahassee, FL 32304
Ph: 850-575-4468
Fax: 850-575-4468

In the Pursuit of Excellence...Phillipians 3:14