



Leaving Early

- If you need to leave early from a group meeting, notify the parents that there will be an earlier pick-up time.

Absences

Option 1—Cancel the group meeting, and make up the time missed.

- Make up the time missed by rescheduling a meeting during the next week OR by extending your next scheduled meeting.
 - ❖ ALWAYS notify your Jhi Staff Contact that your group won't be present at a Sunday evening meeting.

Option 2—Find a sub.

- Ask the parents of the students in your group to sub, OR ask a friend.

If you can't find a sub, notify the parents that you are canceling the group meeting. Try to make up the missed meeting by rescheduling it another day or extending the next meeting.

- ❖ ALWAYS notify your Jhi Staff Contact when you have secured a sub.

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