



ATTENDANCE POLICY



Dear Parents/Guardians,

The Pro Education attendance policy states that if you do not notify the center of your cancellation **by 9 am on the day of your child's lesson**, Pro Education will charge the client for the lesson.

Significant preparation goes into each appointment and it is only fair to give the teacher notification of cancellation of an appointment.

If the customer wishes to reschedule the appointment they will not be charged for their session. The rescheduled appointment has to be within the same week and of equal value.

On signing these terms and conditions you agree and understand the commitment to notifying the Pro Education learning center.

Parent/Guardian:

Signature:

Date:

Director
Pro Education

Signature:

Date:

