

### **'Cancellation & make-up policy'**

If you e-mail [don@drclarksreadingcentre.ca](mailto:don@drclarksreadingcentre.ca) by 8:00am on the day of an unexpected absence, you will be placed on the *Make-up List* for the possibility of a make-up session (please give more notice in the case of a pre-planned absence). You can claim a make-up session at any time during your daughter's/son's enrolment in the current school year up to the final day of tutoring in June. You are permitted a maximum credit of one make-up session per two-month tutoring cycle if attendance is once per week and two make-up credits per two-month tutoring cycle if attendance is twice per week.