SOFT Attendance Policy

1. Participants are responsible for making necessary arrangements in order to attend the registered Parenting or Anger Management Course. The dates of the courses are included in the first Registration Email.
2. Attendance will be taken by the instructor at the beginning of each session. Any participant who tries to enter the class 15 minutes after it begins, will not be let in and the "No Show Policy" will be put in place.
3. It is the participant's duty to communicate if the class they are registered for will not work for them. Participants can contact the Soft Administrator, Ashlee Addison at christianservices.lancaster@gmail.com or at 803-320-0268.It is up to the discretion of the administrator to make changes.

No Show Fee Policy

1. If a participant misses one session, the No Show Fee will be in place and they will be notified via email.
2. In order to continue sessions, participants must pay the "No Show Fee" of $25.
3. Once the fee is paid, the participant will be notified of payment and of next steps.
4. If a participant misses more than one workshop the participant will have to restart the program. The program renewal fee will be in place.

Program Renewal Fee Policy

1. Participants can be absent from one workshop class. If they are absent for more than one class, the program renewal process will apply..
2. If the participant does not complete the workshop after their No Show Fee, and misses an additional class, they will be responsible for paying the class fee again, and restart the program.
3. Our goal is to honor our instructors and registered clients time. When a client does not show for a class, this impacts another individual's ability to be in a class.

Emergency Situations

1. Emergency situations are a case by case basis. It is the responsibility of the client to contact the administrator, Ashlee Addison at christianservices.lancaster@gmail.com about the situation.
2. The administrator will communicate with both client and case worker of the decision made.