

## I can't make my Duty Day – What do I do?

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Sometimes things come up and we cannot make it to an assigned Duty Day. There are several things you can do in this situation:

- **Duty Day Switch:** Each Duty Day schedule will include the email addresses of other parents/caretakers who are participating in Duty Days. If you cannot make the Duty Day to which you have been assigned, email other parents in the class to see if you can arrange a switch. **IMPORTANT:** Once you have arranged an alternate day/switch, please inform the Program Director (Chelsey) so that she and the teachers are aware of the change. If you are really stuck, we will do our best to help you!
- **Another parent/caretaker/family member:** As long as the person who will be replacing you on your Duty Day has an approved Police Record Check on file at BCCNS, you can ask another member of your family to substitute.
- **\$40 fee:** If you cannot find anyone to take your Duty Day, then there will be a \$40 fee to cover the cost of a substitute teacher and snack. This is very uncommon.

If you have any questions or concerns, please contact Andrea ([registrars@bccns.ca](mailto:registrars@bccns.ca)) or Chelsey ([info@bccns.ca](mailto:info@bccns.ca))