



Noting Absences

All absences should be sent via email to programdesk@hqfit.com.

PLEASE remember when sending an email to note a child's absence from classes that **ALL** of the following information is required in the email.

If ANY of this information is missing the absence will NOT be noted.

Child's Full Name (as it is noted on the account)

Ages range of the class (MUST be included in email)

Dance - You & Me, Mini Movers, 4/5, 5/6, 6/8, 9+

Gymnastics - You & Me, PG3, PG4/5, Girls 6+, Boys 6+,

Type/style of class –

Dance - Ballet, Tap, Jazz, Creative, Hip Hop

Generation Move - BootCamp, Running Club, Yoga, Pre-Fit, Spin

All Sports / Games & Gaga

Martial Arts – Little Tigers , White Belt

Day of class

Time of class

Date child will miss/has missed

For your convenience HealthQuest now has a 'Flow Code' that has many useful links including 'Notify HQ of an Absent Child'. I encourage you to take a look at the page and perhaps save the link on your home screen on your phone or computer. The QR code is above.

*Please also remember that I can always note an upcoming absence. However, there is a time limit to when a past absence can be noted. If a child misses a class on Monday at 4:30pm the absence can be noted up to 4:29pm the following Monday, so you have 1 week to notify us of an absence.

**If a child has 3 consecutive 'no-show' absences or excessive absences the child can/will be removed from a class to allow a child on the waitlist to participate. The only exception to an extended absence is one that is accompanied by a Medical Note for an injury or extended illness.



Thank you for your help! Have a wonderful day