

**Rio Grande/Mineral County**

**Department of Social Services**

**Policy**

<b>Policy Title</b> School Schedule Updates	<b>Reference</b>
<b>Policy No.</b> CCCAP-11	<b>Effective Date</b> September 1 <sup>st</sup> , 2013
	<b>County Director Approval</b>

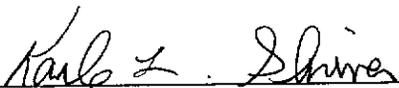
**Policy**

Since school schedules are typically easy to obtain and apply to large population of children, the county is responsible for obtaining and updating school schedules.

**Procedure**

No later than August 10th of each year the Child Care Worker shall obtain and update the school schedule for each school age child from Kindergarten through 12<sup>th</sup> grade. The Child Care Worker shall obtain and update the school schedules for Head Starts and/or Preschools no later than September 1<sup>st</sup>. The county shall attempt to first obtain school schedules from either; the school websites or school employees, and subsequently the caretaker.

Signed by:

  
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Chair, Rio Grande County Board of Commissioners

8-28-2013

Date