



2022-2023

Voluntary Pre-Kindergarten Attendance Policy

To the Parent/Guardian of _____;

Your child is enrolled in the Voluntary Pre-K program. Because this is a state funded program, there are rules and regulations which both the provider and the parent/guardian(s) must follow. The state of Florida has designed the attendance rules for the VPK program. **PLEASE READ THE INFORMATION CAREFULLY!!** You will be asked to sign this stating that you have read and fully understand these regulations.

This agreement contains the following information:

1. Sign In / Attendance Verification
2. Attendance and Absentee policy
3. Transfer / Termination
4. Late Pick Up

Sign In / Attendance Verification:

Your child will be checked in by their teacher on a daily basis. At the end of each month, you will be responsible to sign a “**Child Attendance and Parental Choice Certificate**” (long form) attesting to the days your child attended school and still choose to attend our program.

Attendance and Absentee Policy:

Regular attendance is a requirement of this program. It is important for your child to attend school in order to get the most out of this program. It is a **state requirement** that parent/guardian(s) comply with the attendance policy. If your child accumulates too many absences, we will not be reimbursed by the state. Therefore, if this occurs, we have the right to dismiss your child from the center regardless of how many hours they have been involved in our program. **Your child's absences are limited to Twenty (20) excused absences** per 540 hours. If your child is absent two or more consecutive days, a doctor's note must be provided for it to be an excused absent. Only medical visits, illnesses, family emergencies (ex. A death in the family) are considered 'excused' absences. All family vacations are considered unexcused absences. **If your child exceeds twenty (20) absences, you will have to withdraw from the state funded portion of the program and begin paying school tuition fees.** Your child's teacher has the “**VPK Excused Absence Forms.**” A form needs to be completed for every absence. It is your responsibility to sign and complete any details needed for this form. Noncompliance of these rules and regulations is cause for termination.

Transfer / Termination: If you wish to transfer out of this program, you must do so before your child reaches their last 54 instructional hours. You must notify the Early Childhood Director and VPK in order to complete a transfer.

The Early Childhood Center may terminate your child from the program for noncompliance of rules and regulations. This includes anything mentioned in your parent handbook that is considered inappropriate behavior, as well as biting and exceeding the absentee limitations provided by the state. If the center plans to terminate your child, the Early Childhood Director must notify you in writing prior and be granted permission by the VPK program.

Late Pick – Up:

If your child is not enrolled in our afternoon/late-stay program (12:00pm – 3:00pm), you will be charged \$10.00 per hour (to the nearest ½ hour) after a 10-minute grace period is given.

I have read and understand the Voluntary Pre-Kindergarten Attendance Policy.

Parent or Guardian's Signature

Date

Print Parent or Guardian's Name

Print Child's Name