



## SAMPLE VPK ATTENDANCE/TARDINESS POLICY

*( The attendance policy is between the provider and the parent )*

(School) will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week for 180 days. All enrolled families received a calendar showing the scheduled days off during the operational period of (start date) through (end date).

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is (School) funding linked to attendance, but also the child's success upon entrance into Kindergarten.

You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:** Arrival for the VPK program is between 8:45 and 9:00 a.m. VPK arrivals should be signed in at the Pre-K Classroom. The earliest time arrivals will be accepted in the classroom is 8:45 a.m. The instructional day starts at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and will be cause for termination from the VPK program.

**Late Pick Up:** The VPK program ends at 12:00 daily. A late fee of \$xxx will be assessed if your child is not picked up by 12:10. An additional fee of \$xxx will be assessed for every additional 15 minutes the child is still in attendance.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

**Please note:** Absences of 5 consecutive instructional days will be considered a **withdrawal** from the VPK program at (school). Withdrawals from the VPK program will not be eligible for re-enrollment. (School) will allow one **documented** 5-day absence during the 180 day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

**Verifying your child's attendance and absences:** The (school) office staff will ask you to stop by the office the end of each month. You will be given a form to review and confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Duval to direct payment for the month's VPK program for your child to (school), and that you continue to choose (school) to provide your child's VPK program for the upcoming month.

To participate in the VPK Program at (school), I agree to comply with the terms of this Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Printed name of legal custodial adult

\_\_\_\_\_  
Signature of legal custodial adult

\_\_\_\_\_  
Date