

Voluntary Prekindergarten (VPK) Attendance Policy

Golden Bear Academy | 2025-2026 Academic Year



At Golden Bear Academy, we prioritize consistent attendance to ensure students receive the full educational benefits of our VPK Program. This policy outlines expectations and procedures for attendance.

1. Attendance Requirements

- Students are expected to attend school daily, arriving on time and remaining for the full instructional day.
- The VPK Program is a state-funded initiative, and consistent attendance is required to maintain enrollment.
- Excessive absences (more than 20% of scheduled instructional days) may result in a review of the student's placement in the program.
- Students must attend at least 80% of the program year to remain enrolled.

2. Excused & Unexcused Absences

Excuse absences include:

Parents must provide a written excuse for absences.

- Illness (with medical documentation for extended absences).
- Family emergencies.
- Religious observances.
- Limits absences to three per month

Unexcused absences include:

- Vacations during scheduled school days.
- Missing school without parent notification.
- Frequent tardiness or early pick-ups.

3. Tardiness & Early Pick-Up

- Students must arrive by 8:30 AM.
- Three (3) tardies or early dismissals will count as one absence.

4. Absence Notification & Documentation

- Parents must notify the school by 9:00 AM if a student will be absent.
- For extended absences (more than 3 consecutive days), a doctor's note or formal documentation may be required. (This is received by the state funding VPK, according to Florida's VPK guidelines.)

5. Attendance Monitoring & Intervention

- The school will conduct regular attendance reviews.
- If a student accumulates excessive absences or tardiness, more than 20% of scheduled days may be at risk of withdrawal from the VPK program, according to Florida's VPK guidelines.

6. Parent Agreement & Responsibilities

- Parents or guardians must sign an Attendance Agreement, acknowledging these expectations.
- Families are encouraged to foster a routine that supports consistent attendance.
- If circumstances arise affecting attendance, parents should communicate promptly with school staff.
- Parents must sign in and out daily.
- Late arrivals after 9:00 a.m. are disruptive and may result in dismissal.
- Late pick-up fees apply after 12:30 PM.
- Parents must verify and sign monthly attendance using state-required forms.