

**Miss Fran’s Early Learning Center  
Voluntary Pre-Kindergarten (VPK) Policy  
Sign-in/Sign-out, Attendance and Tardiness Policy  
for the Free 9am – 12pm VPK Program**

Miss Fran’s Early Learning Center operates Free VPK, Monday – Friday, 9:00am – 12:00pm. All enrolled families will receive a school calendar showing the dates closed and the NON VPK days during the school year and the operational period of the 180 VPK days.

Parents are required, by The Palm Beach Early Learning Coalition and The Office of Early Learning/Florida Department of Education along with Miss Fran’s ELC, to sign and comply with the following policy on Sign-in/Sign-out, Attendance and Tardiness for the VPK program.

**SIGN-IN/SIGN-OUT:** All VPK children must be signed in and out daily. A parent or authorized person must sign with a FULL name, NO initials using our electronic Google form. All 9am – 12pm Free VPK students can be signed in starting at 8:50am. Please have children go to the bathroom before leaving the house. For sign out, please do not click the electronic sign out form until 12:00 when you pick up at 12pm. All Free VPK children must be picked up by 12:05pm.

**HOURS/TARDINESS:** The VPK Program hours are 9:00am - 12:00pm. All VPK children MUST be signed in by 9:00am and ready to start the day. It is VPK policy to have children to school on time and signed in by 9:00am.

**ABSENCE:** Attendance during the scheduled instructional days is of utmost importance to the VPK program. Not only is Miss Fran’s Early Learning Center’s funding linked to attendance but also your child’s education and success upon entering Kindergarten. Daily attendance is very important with our educational weekly lessons, letter of the week lessons and VPK standards. The Palm Beach County Early Learning Coalition and Office of Early Learning/Department of Education VPK Program has an 80:20 absenteeism rule. Your child will be allowed up to 20% (36 days total) absences of the 180 VPK days, for any reason. Any absences 36 or more, the Early Learning Coalition/Office of Early Learning will not pay for the 36 absent days and your child will be considered not in compliance to be Kindergarten Ready. If your child goes beyond 20% absent days, the parents will be held responsible to repay Miss Fran’s Early Learning Center for all absent days.

**VERIFYING YOUR CHILD’S ATTENDANCE AND ABSENCES**

Miss Fran’s Early Learning Center and Palm Beach County Early Learning Coalition requires you to verify and sign the VPK student attendance and parental choice certificate at the end of each month. Your signature on this form will not only verify the attendance, but also will direct The Palm Beach Early Learning Coalition to send payment for the month’s VPK program for your child to Miss Fran’s Early Learning Center. It also verifies that you continue to choose Miss Fran’s Early Learning Center to provide your child’s VPK program for the upcoming month.

To participate in Miss Fran’s Early Learning Center/Palm Beach County Early Learning Coalition VPK program, I agree to comply with the terms of this Sign-in/Sign-out, Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

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Printed name or parent or legal guardian

Child’s Name

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Full Signature of parent or legal guardian

Date signed