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Voluntary Pre-Kindergarten Program

Attendance and Tardiness Policy – Class 2023 through 2024

This Attendance Policy is between **Magnolia Kids Academy** and the parent. Parents of Guardians of the children enrolled in a VPK class of Magnolia Kids Academy must comply with this attendance policy.

VPK Attendance requirements

1. Your child must arrive in the VPK classroom no later than 8:45am daily.
2. Your child must participate in VPK activities from 9:00am until 12:00pm daily (Monday through Friday).

You must call Magnolia Kids Academy on **(407)-696-3023** or email us if your child is going to be late or absent.

3. Termination of your child's VPK place is likely to occur if your child's attendance falls below 90% unless accounted for by "extraordinary circumstance" as outlined under point 5.
4. Absences and tardiness may be excused under "extraordinary circumstances" if appropriate documentation is provided. These include (but not limited):
 - a. Illness or injure of the child's family member which requires hospitalization or bed rest;
 - b. Physician or dentist appointment;
 - c. Infectious disease or parasitic infestation;
 - d. Funeral services, memorial services, or bereavement upon the death of the child's family member;
 - e. Life-threatening illness or injury of the child's family member;
 - f. Compliance with a court order (e.g. visitation, subpoena);
 - g. Special education or related services for the child's disability;
 - h. Observance of a religious holiday or services;
5. Any child not enrolled in Magnolia Kids Academy **Extended Day** who is dropped off early (prior to the 8:45am arrival time) or is picked up late (past 12:30 pick up time) will automatically incur an early or late fee charge of \$25 (for the first 10 minutes) and an additional charge of \$1.00 per minute (for each minute) once 10 minute is exceed.
6. There will be an additional charge for children enrolled in Magnolia Kids Academy Extended Day when there are non-instructional VPK sessions e.g., local or state holidays, Spring Break etc.
7. Parents must complete and sign an attendance verification form EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the office the same day.

Magnolia Kids Academy reserves the right to terminate a child's VPK place if they do not meet the attendance requirements. The child may be allowed to remain in the classroom but will be required to pay full tuition.

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: _____ Parent's Name: _____

Parent's Signature: _____ Date: _____