



Voluntary Pre-Kindergarten (VPK) Program Attendance and Tardiness Policy 2024-2025

School starts: 9:00 AM

School ends: 12:00 PM

Weather make-up days: As needed.

All families will receive a calendar showing scheduled days off for the operational school year of 2024- 2025. Attendance during the scheduled instructional days is of utmost importance to remain in the V PK program. Attendance is the "Key to Success" for VPK funding and your child's education.

5 Day Start-Up Period: All children attending the VPK Program are expected to be in attendance each day of the Start-Up Period. This is important for establishment of funding and also establishing classroom community and routines to help assure a successful and meaningful program.

Tardiness: The instructional day starts promptly at 9:00 am and all students are expected to be ready to start the day. Arrivals after 9:00 am are disruptive to the classroom and difficult for the arriving child. We understand that occasional tardiness is unavoidable; however, more than twice a month is the cause for termination from the VPK program. If a child arrives after 9:00 am, a doctor's note must be provided before entering the classroom.

*Students enrolled in extended morning care may arrive at school as early as 7:00 am.

*Students enrolled in the Free VPK program may arrive at school no earlier than 8:45 am.

Absences: Students enrolled in the V PK program are allowed 3 unexcused absences per month. Students with absences beyond 3 days are required to provide documentation to the school for continued funding in the V PK program. Without proper documentation, the parent will be required to pay the Tuition Cost and also the V PK funding amount.

*Note: A student that is absent for 5 consecutive instructional days, without a phone call from a parent, will be considered terminated from the VPK program.

Verification: The VPK Preschool Teachers will ask you to sign a monthly attendance log. Your signature will verify the attendance of your child, and will allow the Early Learning Coalition of Duval County to make the payment for your child's education.

*Note: Without the monthly signature, VPK will not reimburse RTSA for your child's tuition and you will be responsible for the tuition.

VPK follows Duval County public school calendar and emergency closures.

To participate in the VPK Program at Road to Success Academy Learning Center, I agree to comply with terms of this Attendance and Tardiness Policy.

My signature below is acknowledgment of my review and acceptance of the term of this policy.

Student's Name: _____

Parent's Name(print) _____ **Date:** _____

Parent's Signature: _____