



## Voluntary Pre-Kindergarten (VPK) Program Attendance and Tardiness Policy 2025-2026

**School starts: 8:30 AM School ends: 11:30 AM**

Weather make-up days: As needed.

All families will receive a calendar showing scheduled days off for the operational school year of 2025- 2026.

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 8:20 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 parents 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 the 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:** \_\_\_\_\_