

Childs First and Last Name _____

Leaps & Bounds Preschool VPK Attendance & Tardiness Policy

Leaps & Bounds will be operating a Voluntary Pre-Kindergarten (VPK) program during the 2020-2021 school year. We offer 5 Day (M-F) program. Attendance during the scheduled instructional days is of the utmost importance to remain in the VPK program. Not only is Leaps & Bounds funding linked to attendance, but the child's success upon entrance into Kindergarten is dependent on consistent attendance.

You are required to sign and comply with the following policy on Attendance and Tardiness.

Tardiness: Arrival for the VPK program is between 8:45 a.m. to 9:00 a.m. **VPK arrivals should sign-in their child with the tablet provided.** The instructional day starts promptly at **9:00 a.m.** We understand that it is occasionally unavoidable to be "running late", but frequent tardiness **will not be acceptable** and will be cause for termination from the VPK program. **If your child will be absent or tardy you MUST telephone the Preschool office by 9:00 a.m. at 203-7640.** You can also notify us using the Parent Portal.

**Morning Class - Five Day Program – 180 days at 3 hours per day equals 540 State Funded Hours
Hours: 9:00 a.m. – 12:00 a.m.**

If your child misses more than 7 UNEXCUSED absences in the school year, we will automatically terminate your child from the VPK Program. Parent Initials _____

We expect your child to be here on a regular basis. An EXCUSED absence MUST have documentation to prove reason. Any absences without documentation will be considered UNEXCUSED. Examples of reasonable excused reasons to miss school include:

- Contagious illness (Doctor's note required)
- Injury of the child which requires rest or hospitalization (Documentation Required)
- Doctor or dentist appointment (Note from Dr. Required)
- Death in the family (Obituary Required)
- Observance of a religious holiday or service
- Family vacation not to exceed 5 days per year
- Extraordinary circumstances beyond the control of the parent (Documentation Required)
- COVID-19 (Doctor's Documentation Note Required)

Absences due to school closure: In the event of a hurricane or other unforeseen occurrence, make up days will be at the discretion of the Director. At the end of each month, parents **are required** to sign a form **Verifying your child's attendance and absences that is** recorded for the month. Your signature on the form will not only verify the attendance, but also will inform the Early learning Coalition of North Florida to direct payment for the month's VPK program for your child to Leaps & Bounds, and indicate that you continue to choose Leaps & Bounds to provide your child's VPK program for the upcoming month.

I understand and agree to abide by the Leaps & Bounds VPK Attendance & Tardiness Policy

Signature: _____ Date: _____

VPK starts on Tuesday, August 25, 2020 Last day of VPK is Friday, May 28, 2021

We will not have VPK on the following Day's

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| Monday | September 7 th | Labor Day |
| Wednesday | November 11 th | Veteran's Day |
| Mon-Fri | November 23 rd – 27 th | Thanksgiving Break |
| Wed | December 23 rd through January 1 st | Christmas & New Year Break |
| Monday | January 18 th | Martin Luther King Day |
| Monday | February 15 th | President's Day |
| Monday | March 15 th through Friday | March 19 th Spring Break Week |
| Friday | April 2 nd | Good Friday |
| Monday | May 31 st | Memorial Day |

******VPK Class Party Days******

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|--------------------------|------------------------------------|
| Thanksgiving Class Party | Friday, November 20 th |
| Christmas Party | Tuesday, December 22 nd |
| Valentines Day Party | Friday, February 12 th |
| Easter Party | Thursday, April 1 st |
| VPK Graduation | Friday, June 4 th |

***** Student School Pictures will be Monday, August 31, 2020**

Spring 2021 in Cap & Gown....Stay tuned for more info on this.

VPK Graduation will be on Friday, June 4, 2021 at 9am sharp. Stay tuned for details regarding this event as the time draws near.