

## **UPPER ROOM DAYCARE & PRESCHOOL**

### **Voluntary Pre-Kindergarten Attendance Policies**

Dear Upper Room Daycare & Preschool Parents,

Your child is currently enrolled in our Voluntary Pre-Kindergarten program. As VPK is a state-funded program, there are several rules and regulations that you must follow to participate (Rule 60BB-8.204). The State of Florida has designed the attendance rules for the VPK program. Please read the information below carefully, as you will be asked to sign your agreement and understanding of these policies.

#### **Payment**

An early learning coalition or contractor acting on behalf of the coalition shall pay a private provider or public school for the VPK program in accordance with the aforementioned rule. An instructional day on which a child attends the VPK program (either in whole or in part) is payable.

Payment for Absences:

- a. At instructional day from which a child is absent is payable if the child's absence is excused. If a child's absence is unexcused, the absence is payable, not to exceed three unexcused absences per month.
- b. A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:
  - a. Illness or injury of the child or child's family member which requires hospitalization or bed rest
  - b. Physician or dentist appointment
  - c. Infectious disease or parasitic infection
  - d. Funeral or memorial service or bereavement upon death of the child's family member
  - e. Compliance with a court order
  - f. Special education or related services as defined in USC p. 1401-(2004) for the child's disability
  - g. Observance of a religious holiday or service or because the child's or parent's religion forbids secular activity on an instructional day
  - h. Family vacation, not to exceed 5 excused absences per year
  - i. Extraordinary circumstances beyond the control of the child and the child's parent
- c. An excused absence is not payable unless the reason for the absence is documented in writing and the private provider or public school submits the documentation to the coalition contractor
  - a. The child's parent may document 7 or fewer excused absences per calendar month
  - b. Beyond 7 excused absences, a person other than the child's parent must document the excused absence, the person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence
- d. An absence is not payable for an instructional day before a child's first day of attendance or after the child's last day of attendance
- e. Payment for a child shall be suspended if the child does not attend at least 1 instructional day during a calendar month. Payment for the child, including payment for absences accruing while

payment is suspended shall resume when the child subsequently attends the program. If a child does not resume attendance, an absence is not payable for an instructional day after the child's last day of attendance.

### **Attendance Verification**

Your child's attendance will be recorded daily. Upper Room Daycare & Preschool uses the VPK Child Attendance and Parental Choice Certificate information sheet to record monthly attendance. Each child will have their own monthly attendance sheet to be signed at the end of each month. This is a requirement of the VPK program and confirms your child has been present during that month.

### **Attendance & Tardiness Policies**

Regular attendance is required for participation in the VPK program. It is important that your child attends every day and that he/she is on time. Upper Room Daycare & Preschool's goal is to ensure all our VPK students are ready for Kindergarten at the end of our program. All VPK students are tested upon entering Kindergarten and lack of attendance negatively affects the Kindergarten Readiness Grade given to Upper Room. The skills our students acquire throughout the school year are fundamental to succeed academically, socially and emotionally. In order to accomplish our goal, your child should not be late or absent unless absolutely necessary. Every activity or lesson is based on the Florida Early Learning and Developmental Standards that ensure your child will have the skills to be successful after preschool.

VPK is a state-funded program. Payment for attendance is based on state rules. Schools are reimbursed based on each student's attendance and are only reimbursed for the days students are in school. Students who are absent more than 2-3 times a month cost their school additional money. Therefore, Upper Room Daycare & Preschool reserves the right to terminate any child who is absent more than 3 times a month on a consistent basis.

### **Transfer/Termination**

Should you decide at any time after the start of the VPK program that you wish to transfer your child to another school, it is your responsibility to do so through the ELC of Miami-Dade County. Students are required to be in attendance on their selected schedules in accordance to VPK attendance policy.

Upper Room Daycare & Preschool reserves the right to terminate a student from our VPK program due to absences, tardiness, non-payment or failure to comply with any of the VPK policies. If a child is absent for 10 consecutive days and a parent fails to contact the school and fill out the VPK absence forms, the child's enrollment will be terminated. Furthermore, if a child exhibits repetitive inappropriate behaviors that are self-injurious or a threat to others, Upper Room Daycare & Preschool may choose to terminate that child. We have a zero tolerance for any of these behaviors.

*\* All our VPK policies are subject to modification by The Florida Office of Early Learning. You will be notified in writing of any changes. You will find all our additional policies and procedures in our Parent Handbook. \**

Thank you for choosing Upper Room Daycare & Preschool's VPK program, we look forward to a successful school year!