



Voluntary Pre-Kindergarten Attendance Policies

2022-2023 School Year

Dear Pacesetter Academy 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 in order to participate. 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.

Attendance Verification

Your child's attendance will be recorded daily. Pacesetter Academy 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. Pacesetter Academy's goal is to ensure all our VPK students are ready for Kindergarten at the end of our program. 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, Pacesetter Academy reserves the right to withdraw 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 Broward County. Parents are only allowed to change providers once per year. Children enrolled in our Wrap-Around VPK program must provide Pacesetter Academy with a 2-week written notice prior to withdrawal from the school.

Initials _____

Pacesetter Academy reserves the right to terminate a student from our VPK program due to absences or tardiness. Furthermore, if a child exhibits repetitive inappropriate behaviors that are self-injurious or a threat to others, Pacesetter Academy may choose to terminate that child. We have a zero tolerance for any of these behaviors.

Drop-Off and Late Pick-Up

VPK Instruction starts promptly at 9 AM, but you may drop off your child as early as 7 AM.

Children who are enrolled in the full-time program should be picked up no later than 6:30 PM; otherwise, a late pick-up fee of \$1 per minute will be charged. If you are more than 30 minutes late to pick up your child and have not contacted the school to inform us, we are obligated to contact the local authorities.

Uniforms

The use of uniform shirts is mandatory for ALL Pacesetter Academy students and uniforms should be worn every day. Uniforms may be purchased at the front desk.

** 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 Pacesetter Academy’s VPK program, we look forward to a successful school year!

I received and read the 2020-2021 Voluntary Pre-Kindergarten Attendance Policy.

Name of Child: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Initials _____