

## VPK Attendance / Tardiness Policy

Early Learning Academy will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week for 180 days. All enrolled families received a calendar showing the scheduled days off during the school year. Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Early Learning Academy's funding linked to attendance, but also the child's success upon entrance into Kindergarten. You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:** Arrival for the morning VPK program is between 8:55 and 9:00 a.m. VPK arrivals MUST be signed in in the VPK binder. The earliest time arrivals will be accepted in the classroom is 5 minutes before VPK starts. The instructional day starts exactly at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after that time are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be tolerated and will be cause for termination from the VPK program.

**Late Pick Up:** The VPK program ends at 12:00 p.m. daily. A late fee of \$10 will be assessed if your child is picked up at 12:05 p.m. An additional fee of \$1 will be assessed for every additional minute thereafter that the child is still in attendance.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning. Any absences require a written note from the parent for one of the following reasons: Illness or injury of the child or the child's family member which requires hospitalization or bed rest; Physician or dentist appointment; Infectious disease or parasitic infestation; Funeral service, memorial service, or bereavement upon the death of the child's family member; Compliance with a court order (e.g. visitation, subpoena); Special education or related services for the child's disability;

Observance of a religious holiday or service; Family vacation, not to exceed 5 excused absences per program month. Please note: Unexcused absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at Early Learning Academy. Withdrawals from the VPK program will not be eligible for re-enrollment. Early Learning Academy will allow two documented 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

**Holidays/No School Days:** On specific days or weeks when there is no VPK classes in session, but we are still open, tuition will be full time \$210/week, part time \$185/week and \$85 per day.

To participate in the VPK Program at Early Learning Academy, I agree to comply with the terms of this Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

**Verifying your child's attendance and absences:** The Early Learning Academy office staff will ask you to sign the *OEL VPK (SHORT OR LONG) VERIFICATION FORM* at the end of each month. You will be given a form to confirm your child's attendance for the month. Your signature on this form will not only verify the attendance, but also direct the Early Learning Coalition of Palm Beach County to direct payment for the month's VPK program for your child to Early Learning Academy, and that you continue to choose **Early Learning Academy** to provide your child's VPK program for the upcoming month.

Child's Name \_\_\_\_\_

Printed name of parent/guardian \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_