



704 East Hallandale Beach Blvd. Hallandale, FL 33009

954-456-6262

VOLUNTARY PREKINDERGARTEN ATTENDANCE POLICY

Parents/Guardians of children enrolled in a VPK class must comply with the VPK Attendance Policy.

To the parent/guardian of: _____

Your child is enrolled in the Voluntary Prekindergarten program. Students enrolled in additional programs were given that information at the time of enrollment. Because this is a state-funded program, there are rules and regulations set by the State that both the provider and the parents/guardians must follow. **PLEASE READ THE INFORMATION BELOW CAREFULLY!** You will be asked to sign a confirmation that you received this. This agreement contains the following information:

1. SIGN IN / ATTENDANCE VERIFICATION
2. ATTENDANCE & ABSENCE POLICY
3. TRANSFER/ DISMISSAL
4. LATE PICK UP

1. SIGN IN/ATTENDANCE VERIFICATION:

a. **Daily:** Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. The time and full signature, **NO INITIALS ALLOWED**, must be written on the attendance sheet. This is a requirement of the VPK program.

b. **Monthly:** At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

2. ATTENDANCE / ABSENCE:

On time arrival and regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten.

Please note: It is a State requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. **The state VPK program allows a center/school to dismiss a child who does not follow these rules.**

VPK ATTENDANCE REQUIREMENTS:

a. Your child must arrive in the VPK classroom no later than **8:30 A.M.** the beginning of the classes.

b. WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY UNEXCUSED ABSENCE.

Any more than three (3) absences and/or tardies per month are considered excessive. We will discuss this with the parent/guardian. Continued excessive absences and/or tardies may lead to the **dismissal of your child.**

A child's **absence is excused by letter or Dr. Notice** if the child does not attend the VPK program on an instructional day due to one of the following reasons:

1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
2. Infectious disease or parasitic infestation;
3. Physician or Dentist appointment;
4. Funeral service, memorial service, or bereavement upon the death of the child's family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g., visitation, subpoena);
7. Special education or a related service as defined in 20 U.S.C. 1401 (2004) for the child's disability
8. **Family vacation** - Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absence/s was due to vacation. These absences are counted as part of the number of allowable absences per month. Vacation days can be taken throughout the year and do not have to occur all at one time.

NO MORE THAN 10 DAYS ABSENCES PER YEAR WILL BE ACCEPTED.

3. TRANSFER/DISMISSAL

TRANSFER: Should you decide at any time after the start of the VPK program that you wish to transfer your child to another provider, it is the parent's/guardian's responsibility to go to the ELC of Broward to obtain the transfer. For children enrolled in our wrap around program NANA'S PRESCHOOL AND DAYCARE LLC must be notified 30 days in advance of a change.

DISMISSAL OF A CHILD FROM A VPK PROGRAM:

We strive to meet the needs of all of the children and families in our school. Please feel free to consult us on any issue. Yet, there are occasions when despite our best efforts we are unable to accommodate a particular child or family. **Whether the situation is that the placement is not appropriate for that child or there is noncompliance with the policies and procedures outlined in this agreement and/or the Center's School Policies, we reserve the right to dismiss your child from the VPK program.**

4. DROP-OFF & LATE PICK UP

Children enrolled in a VPK class **must arrive on time at 8:30am.** A child who is enrolled in the VPK program but is not enrolled for any other wrap-around services must be picked up by the end of their scheduled program (11:30 A.M.) Parents/guardians are responsible to pick up their child in a timely manner. Late pick-up will be penalized with a \$35 fee. Over 3 late pick-ups will result in VPK Program Dismissal.

5. WITHDRAWAL FROM WRAP-AROUND SERVICES

If at any time a parent/guardian withdraws his/her child from the Wrap-Around services offered by this center but chooses to remain in the VPK program with us **a month's notice is required.**

Thank you for taking the time to review these policies. The ELC of Broward County may modify their policies from time to time.

If such a situation arises, you will be notified of any changes in writing.

As part of the school packet you will receive Nana's Parent Handbook that will give you additional information on how our school operates. Thank you for choosing us as your VPK provider.

I have received a copy of the Voluntary Prekindergarten Attendance Policy:

Parent's/Guardian's Name: _____ Date:

Parent's/Guardian's Signature: _____ Date:

Name of Child: _____