

Sample VPK Attendance Policy

VPK ATTENDANCE POLICY (Program Year)

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

1. SIGN IN / ATTENDANCE VERIFICATION

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. Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. The time and **full signature** (no initials or abbreviations permitted) must be written **legibly** on the attendance sheet.

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:

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. The times of our VPK Program hours are _____am to _____pm Monday through Friday. Drop off time begins at _____am.

If your VPK child is absent please send an email or written documentation (reason for absence, doctor’s note, etc.) to Director. VPK students should meet the attendance requirement set by the state (80% of the program year). If this is not met, then he/she may be dismissed from the program.

3. LATE PICK UP

Dismissal time is _____pm. After this, any remaining VPK children will be sent to aftercare for pick up. Parents are responsible to pick up their child in a timely manner. After 1 late pick up violation, aftercare fees will apply.

4. TRANSFER

Should you decide at any time after the start of the VPK program to reenroll your child with another provider, it is the parent’s responsibility to notify _____. Each child is allowed one transfer during the VPK Program.

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I have received a copy of the _____ VPK Attendance Policy.

Child’s Name: _____

Parent’s/Guardian’s Name (printed): _____

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