



## VPK Attendance Policy

### Requirements

- Your VPK Attendance Policy must require parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
  - You must use either the "Short" form (Form OEL-VPK 03S) or the "Long" form (Form OEL-VPK 03L) which can be found on the ELC's website at <https://www.elcbigbend.org/Providers/Provider-Resources>
- You must provide a copy of the VPK Attendance Policy to the parents of each child admitted to your VPK program at the time of enrollment
- You must provide a copy of the VPK Attendance Policy to the ELC as part of your VPK Application in the Provider Portal
- You may not amend your VPK Attendance Policy for the duration of the VPK contract

### Recommendations

The ELC recommends your VPK attendance policy includes the following information:

- Start and end dates of VPK Program
- Times for VPK: hours and days of week
- VPK Calendar or listing of all non-instructional VPK days, to be given to parents
- Tardy policy
- Absence policy: Provider has the right to dismiss the child from their VPK Program after \_\_\_\_ absences, excused or unexcused.
- Provider policy/procedures for reporting absences: phone call, written notification upon return, etc.
- Late pick-up fee(s) if child is not enrolled in VPK Wrap Program
- Parent/guardian(s) are required to sign their VPK child in and out each day, which can be found \_\_\_\_\_.
- Parent/guardian(s) are also required to complete the VPK Attendance Verification forms monthly to verify child attendance, which can be found \_\_\_\_\_.
- Parent/guardian signature acknowledging they have read and understand the VPK Attendance Policy. (Keep signed form in child's file.)



## **SAMPLE VPK ATTENDANCE POLICIES**

### **SAMPLE 1:**

#### **Sam's Successful Scholars**

#### **Voluntary Pre-Kindergarten (VPK) Attendance Policy**

VPK hours are **9:30am -12:30pm daily, Monday- Friday**. Our first day of VPK will be August 14, 2017; our last VPK day will be May 25, 2018. You will receive a VPK calendar, including all instructional and non-instructional VPK days, at orientation on August 11<sup>th</sup>.

#### **Tardiness**

All VPK instruction begins promptly at 9:30am. Arrivals after 10:00am are considered an absence for that day. Early departures, before 12:00pm, will also count as an absence.

#### **Absences**

If a VPK child accumulates too many absences, 20% or more of the total VPK hours, which is equivalent to 36 VPK days, Sam's Successful Scholars will not be reimbursed by the state. Therefore, Sam's Successful Scholars has the right to dismiss a child from the VPK Program after 25 VPK absences, excused or unexcused. Please call the school when you know your child will be absent. Upon return, provide written documentation of absence. Documentation should be given to our front office staff. (Absences on non-instructional VPK days do not count as a VPK absence.)

#### **Late Pick Up**

VPK students not enrolled in our wrap program, must be picked up at 12:30pm daily. A late fee will be assessed beginning at 12:35pm, at the rate of \$1 per minute.

#### **Verifying Your Child's Attendance and Absences**

Children must be signed in and out of the VPK program daily, this is not optional. Signatures must be complete, initials are not allowed. The daily sign-in/out books can be found on the round table in the entryway.

Parents must also complete and sign the mandatory Attendance Verification forms (OEL short form) each month, which are separate from daily sign in/out books. These forms will be signed on the first day of the following month. These forms can be found on the table in front of your child's VPK classroom.

By signing below I acknowledge that I have read, understand and will comply with Sam's Successful Scholars' VPK Attendance Policy.

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Parent's Signature

Date

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Parent's Printed Name



**SAMPLE 2:**

Rae's Remarkable Rascals  
VPK Attendance Policy

Our VPK Program begins on 8/14/17 and ends on 5/25/18.

VPK hours are 8am – 1pm every Monday, Wednesday and Friday.

If a VPK student arrives late by 40 minutes or more, or leaves early by 40 minutes or more, the child will be marked absent for that VPK day.

We reserve the right to dismiss a VPK student after the student's 20<sup>th</sup> absence, excused or unexcused.

A VPK calendar will be given to all VPK families, showing instructional VPK days and non-instructional VPK days, upon completion of this form.

Absences on non-instructional VPK days, Tuesday/Thursday/holiday, do not count as a VPK absence, but still need to be reported to Rae's Remarkable Rascals as soon as possible and followed up with a note upon child's return.

Sign in/out sheets must be completed by parents/guardians daily, full signature required, and can be found in the foyer.

Monthly VPK Attendance Verification forms must also be completed by VPK parents, on the last day of each month. These forms are kept on the reception desk. Please understand we will not be paid if these forms are not completed in a timely fashion. Therefore, if obtaining required signatures becomes an issue, we reserve the right to dismiss your child from our VPK Program.

VPK-only students must be picked up promptly at 1pm. A late fee of \$2 per minute will begin at 1:05pm. If you are interested in joining our full-day program, please see Mrs. Rae for details.

If you have any questions regarding these rules please contact Mrs. Rae.

By signing below, I acknowledge that I have read, understand and will comply with Rae's Remarkable Rascals' VPK Attendance Policy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name