



Wakulla Christian School (WCS)

VPK Attendance

In an effort to provide children and families with a quality early education program, WCS continues to offer Florida's Voluntary Pre-Kindergarten Program (VPK) to our qualifying four year olds. Since success in any learning environment depends largely on prompt and faithful attendance, it is required as a provider of the VPK program that WCS establish an agreement regarding absences and tardiness. The guidelines set forth in this agreement are the basis for your child's state-approved funding as well as their successful transition to Kindergarten. The attendance policy is between the provider (WCS) and the parent. Students are a part of the half day program or the full day (wrap around).

VPK Attendance requirements

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. The time and full signature, NO INITIALS ALLOWED, must be written on the attendance sheet. This is a requirement of the VPK Program.
- **Monthly:** *On the last VPK day of each month*, you will be required to sign a "Child Attendance and Parental Choice Certificate" that confirms your child's attendance in the program during the month and that you wish for your child to continue in the program at this school. This monthly parental certification allows the Early Learning Coalition of the Big Bend to pay WCS as your chosen provider for the VPK program for your child.

Tardiness: Your child must arrive in the Pre-K classroom no later than 8:15 or 9:00 a.m. daily depending on if your child is enrolled in our half day or full day program. All children are expected to be in place and ready to start the day at these times. It is disruptive to the group in progress and difficult for the teacher when students arrive late.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed two (2) absences per month. Any absences beyond those require a written note from the parent. Any child's absence is excused if the child does not attend the VPK Program on an instructional day due to one of the following reasons:

- *Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- *Physical 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;
- *Family vacation, not to exceed 5 excused absences per program year and documentation must be submitted in advance. 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.

Please note: Continued excessive absences may result in the withdrawal of your child from the VPK program at Wakulla Christian School. We will discuss this with the parent/ guardian. *The child may be allowed to remain in the WCS classroom but will be required to pay full tuition and all applicable fees for the remainder of the school year.*

WAKULLA CHRISTIAN SCHOOL

VPK ATTENDANCE POLICY

PARENT / GUARDIAN ACKNOWLEDGMENT

My signature here acknowledges that I understand and agree to the following:

I have received a copy of the Wakulla Christian School VPK Attendance Policy.

I have read, understand and **AGREE TO COMPLY** with said policy.

I understand that any failure to do so may result in termination of my child's enrollment in the VPK program at Wakulla Christian School.

I also understand that, if terminated, my child may be able to remain enrolled at WCS, provided that I pay full monthly tuition and applicable fees for the remainder of the school year.

To participate in the VPK program at Wakulla Christian School, 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.

Child's Name

Printed name of Parent

Signature of Parent

Date