



VPK Attendance/Tardiness Policy

Geneva Presbyterian Preschool will be operating a Voluntary Prekindergarten Program (VPK) for 3 hours a day, 5 days a week for 180 days. All enrolled families will receive a calendar showing the scheduled days off during the operation period of August 10, 2022 through May 26, 2023.

Attendance during the scheduled instructional days is of the utmost importance to remain in the VPK program. Not only is funding linked to attendance, but also the child's success upon entrance to Kindergarten.

You will be required to sign and comply with the following policy to remain in the VPK program.

TARDINESS

Arrival for our VPK program is between 8:45am and 9:00am. The instructional day starts promptly at 9:00am and all children are expected to be in place and ready to begin the day. Arrival after 9:00am is disruptive to the class and difficult for the arriving child as well. We understand the occasional and unavoidable tardiness but more than twice a month will not be acceptable and could result in dismissal from the VPK program.

LATE PICK-UP

The VPK program ends at 12pm. An additional fee of \$10.00 will be assessed for every additional 10 minutes the child is in attendance. Late pick-ups in excess of 3 times is unacceptable and could result in dismissal from the VPK program.

ABSENCES

Daily attendance in the VPK program is essential for optimal learning. You are allowed 3 absences per month. Any absences beyond those 3 days require a written note from the parent/guardian, and in some instances a physician, for one of the following reasons:

1. Illness/injury of the child (or child's family) that requires hospitalization or bed rest.
2. Physician/Dentist appointment
3. Infectious disease/parasitic infection

4. Funeral or memorial service or bereavement upon death of the child's family member.
5. Compliance with a court order
6. Special education or related services for the child's disability
7. Observance of a religious holiday
8. Family vacation not to exceed 5 excused absences per program year.

***Please note: A child may not miss more than 26 days per year for illness.

VERIFYING ATTENDANCE

Once a month you will be asked to review, confirm and sign the monthly attendance for your child. Your signature of this form not only confirms attendance but also will direct North Florida Early Learning Coalition to direct payment to Geneva Presbyterian Preschool. Children who do not meet attendance will be terminated from the program at Geneva Presbyterian Preschool by the discretion of the Director based on a student's attendance. The child may be allowed to remain in the classroom, but will be required to pay full tuition based on the tuition fee of the school year.

To participate in Geneva Presbyterian Preschool, I agree to comply with the terms of Tardiness, Late Pick-Up, Absences Policy and Verifying Attendance.. My signature below is an acknowledgement of my review, acceptance and compliance of the terms of this policy.

Child's Name: _____

Printed name of Parent/Guardian:

Signature of Parent/Guardian:

Date: _____

Signature of Director: _____ Date: _____