



## **River Preschool VPK Attendance and Tardiness Policy 2023-2024 School Year**

**Attendance for VPK is of utmost importance to your child's success upon entrance into kindergarten. Parents will be required to sign and comply with the following policy on attendance and tardiness to remain in the VPK program. It is important to note that VPK providers funding is based on a student's attendance.**

### **VPK Attendance Requirements**

1. Your child must arrive in the VPK classroom no later than 9:00am daily. The day begins at 9:00 and valuable learning is missed if a child is even 15 minutes late. Please make every effort to have your child here on time each day. Any tardiness after 10:30AM will not be permitted unless you have a doctor's note.
2. Children may be dismissed early for emergencies, but these should be few. Children are expected to participate in VPK activities until the scheduled dismissal of 12:36PM.
3. You must call the River Preschool office (904-385-0656) if your child is going to be late or absent.
4. Daily attendance is necessary for optimal learning; however, you will be allowed 3 absences a month. Any absence beyond that amount requires a written note for one of the following reasons.

Hospitalization of the child, his/her parent, or guardian (Doctor's note).

Illness of the student, his/her parent or guardian that requires the ill person to remain at home (Doctor's note if longer than 3 days).

Death of a member of the student's immediate family.

Court ordered visitation (Court documents)

Parent or guardian military deployment.

Special education or related service as for the child's disability.

Observance of a religious holiday or service, or because the child's or parent's/guardian's religion forbids secular activity on the instructional day.

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 absences/s was due to vacation. Vacation days can be taken throughout the year and do not have to occur all at one time.

4. If a child is absent for more than 20% of the school year, he/she may be dismissed from our VPK program. A VPK school year consists of 540 hours; River Preschool allocates this time over 150 days. If a child misses more than 30 days we'll determine if they are still eligible to remain in the program.

5. Parents must complete and sign an attendance verification form EACH month. This form will be distributed on the last instructional day of the month and may only be signed by the child's parent or legal guardian.

**Children who do not meet attendance requirements may be terminated from our VPK program.** The child may be allowed to remain in the classroom but will be required to pay the full monthly tuition amount of \$475.00

**I understand and accept the terms of the VPK attendance policy at River Preschool for the 2023-2024 school year.**

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**Child's Name**

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**Parent/Guardian Name**

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**Parent/Guardian Signature**

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**Date**