



## Attendance/Tardiness Policy for VPK 2023-2024

Jacksonville Classical Preschool will be operating a Voluntary Pre-Kindergarten (VPK) for 15 hours a week for 180 days. All enrolled families received a calendar showing the scheduled days off during the operational period of August 14, 2023 – June 5, 2024.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Jacksonville Classical Preschool funding linked to attendance, but also the child's success upon entrance into kindergarten. \*You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:** Arrival for the VPK program is between 7:30 am and 8:00 am. VPK arrivals should be signed in during car line. The earliest time arrivals will be accepted in the classroom is 7:30 am, unless you signed your child up for Before Care. The instructional day starts at 8:00 am and all children are expected to be in place and ready to start the day. Arrivals after 8:00 am are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable. Please call the office if it is more than 10 minutes.

**Late Pick Up:** Pick up time is 11:00 am. A late fee of \$20 will be assessed if your child is not picked up on time. An additional fee of \$1.00 per minute will be assessed if the child is still in attendance.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons:

- Illness or injury of the child or child's family member which requires hospitalization or bed rest.
- Physician or dentist appointment.
- Infectious disease or parasitic infestation.
- Funeral services, memorial service, or bereavement upon the death of a child's family member.
- Compliance with a court order (e.g. visitation, subpoena)
- Special education related services for the child's disability.
- Observance of a religious holiday or service.
- Family vacation not to exceed 5 excused absences per program year.

**Please note:** Unexcused absences of 5 consecutive instructional days will be considered a **withdrawal** from the VPK program at Jacksonville Classical Preschool. Withdrawals from the VPK program will not be eligible for re- enrollment. Jacksonville Classical Preschool will allow one **documented** 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

**Verifying your child's attendance and absences:** You will be given a form to review, confirm, and sign your child's recorded attendance at the end of each month during pick- up. Your signature on this form will verify the attendance and direct the Early Learning Coalition of Duval to direct payment for the month's VPK program for your child to Jacksonville Classical Preschool.

*To participate in the VPK Program at JXC, 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 \_\_\_\_\_ Date \_\_\_\_\_

Legal Custodial Adult \_\_\_\_\_

printed name

signature