

VPK attendance policy: All VPK parents must sign their child in and out every day with the time of arrival and departure. Signatures should be legible. At the end of each month, a parent must sign the monthly form stating that their child has attended the preschool for the month. The Early Learning Coalition will pay for 540 hours of instructional time per school year. Your child may not miss more than 20% of the 540 hours which equals 108 hrs. Tuition will not be paid by the coalition when attendance requirements are not met. Your child may remain in the classroom, but you will be responsible for paying the full tuition rates (\$335 per month) for the days not reimbursed by the coalition.

Hours: 9:00-1:00 Monday-Thursday and a copy of the VPK calendar will go home at the beginning of the school year.

Tardiness: Arrival for VPK is between 8:55 and 9:00am. The instructional day starts at 9:00 and all children are expected to be here so the instructional day can begin. Tardiness is disruptive to the group and should be kept to a minimum. Continued tardiness will be address with the parent first and then will be brought up to the Governing Board if tardiness continues and a course of action will be determined.

Late Pick up/After Care: If your child is here after 1:05, they will be taken to after care and you will be charged the regular fees. Hours and Fees: 1:00-2:00 - \$5 per ½ hour.

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