



Attendance and Tardiness Policy

Regular attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule. Our instructional hours are 9:00am – 1:00pm. Children are expected to be in school no later than 9:15am as to not disrupt the learning environment. In order to provide services to families who have the greatest need and who may be on the waiting list, services to families may be discontinued if a student has excessive absences (not verified with a medical excuse), or excessive tardiness within the school year.

VPK attendance policy: All VPK students must be checked in by an approved adult with their individual sign-in code. Signatures are obtained electronically. At the end of each month, a parent must sign the monthly attendance form. The Early Learning Coalition pays for 540 hours of instructional time per school year for each enrolled child with a valid Certificate of Eligibility. Your child may not miss more than 20% of the 540 hours which equals 108 hours. Tuition will not be paid by the coalition when attendance requirements are not met, and therefore the child would be dismissed from the program. If you wish for your child to remain in the classroom, you would be responsible for paying the full tuition rates (\$350/month part-time, or \$590/month full-time) for the days not reimbursed by the coalition. Self-pay tuition rates are billed for all remaining instructional days regardless of whether your child is present for school or not.

VPK Instructional Hours: 9:00am-12:00pm Monday-Friday from August 10, 2022 through May 23, 2023; and, 9:00am – 1:00pm May 24-26, 2023. A copy of the VPK calendar will go home at the beginning of the school year.

Tardiness: Arrival for VPK is 8:55am-9:00am. The instructional day begins at 9:00. All children are expected to be in class by 9:00am so we can begin instruction. Tardiness is disruptive to the group and should be kept to a minimum. Tardiness will be addressed with the parent first. Excessive tardiness could lead to dismissal from the program.

Late Pick up/After Care (excluding full-time students): Part-time (9:00am-12:00pm) students who are here after 12:05pm, and Lunch Bunch students who are here past 1:05pm will be charged the after-hours fee of \$10 plus \$1/minute. More than three after-hours checkouts may result in dismissal from the program.