



**VPK attendance policy:** Attendance is an important factor in helping your child be successful in school. All VPK students must be signed in and out by an approved adult with a personalized/individual sign-in code. Signatures are obtained electronically using this sign-in code. At the end of each month, a parent must sign the monthly attendance form, also called the “short form”. The Early Learning Coalition reimburses 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 (36 CCA school days), regardless of circumstance. Tuition will not be paid by the coalition when attendance requirements are not met; therefore, the child would have to be dismissed from the program or transition to be a self-pay student. If you wish for your child to remain in the classroom, you would be responsible for paying the full tuition rates (\$400/month part-time {9am – 1pm}, or \$640/month full-time {7:00am – 5:00pm}) 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:** 9:00-12:00 Monday-Friday from August 10, 2023 through May 24, 2024 according to our school calendar. Lunch time is not included in our instructional hours.

**Lunch Bunch:** Lunch Bunch is a special time offered from 12:00pm to 1:00pm for VPK students to enjoy lunch and free play with their friends and teachers for a monthly fee of \$75. Monthly registration is required in order for the child to participate in Lunch Bunch. Lunch Bunch can be added or removed from a child’s account one time during the school year and must be requested in writing before the 20<sup>th</sup> of the current month to be effective for the next calendar month.

**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. Excessive tardiness (more than 5/month) could lead to dismissal from the program.

**Late Pick-ups:** Part-time (9:00am-12:00pm) students who are here after 12:05pm will be charged a \$15 fee, plus \$1/minute until the child is checked out.

**Policies/Procedures:** A copy of our CCA school calendar and parent handbook, including our discipline and expulsion policy, along with other important information is available on our website, [www.clc.life/academy](http://www.clc.life/academy).