

Foundation Montessori
9470 NW 24th Street
Sunrise, FL. 33322
954-748-6227

Voluntary Prekindergarten Attendance Policy

Parents/Guardians of children enrolled in a VPK class must comply with VPK Attendance Policy

Your child is enrolled in the Voluntary Prekindergarten program. Because this is a state-funded program, there are rules and regulations set by the state that both the provider and the parents/guardians must follow.

PLEASE READ THE INFORMATION BELOW CAREFULLY

SIGN-IN/ATTENDANCE VERIFICATION.

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. The time and full signature must be written on the attendance sheet or entered into a computer program. This is a requirement of the VPK program.

Monthly: At the end of each month, you will be required to sign a "Child Attendance and Parent Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue at this school.

1. ATTENDANCE/ABSENCE:

Regular attendance is required in this program. It is important that your child attends every day to receive the maximum benefit of this program.

Please note: It is a State requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state VPK program allows a center/school to dismiss a child who does not follow these rules.

VPK ATTENDANCE REQUIREMENTS

- a. Your child must arrive in the VPK classroom no later than 5 minutes prior beginning of the classes.
- b. **DAILY ABSENCES** Our VPK program will run for 540 hours during the school year and follow the Broward County School's schedule. During the summer, the program will run for 300 hours. Parents are given this schedule at the time of registration.
- c. **Students are encouraged to attend each day VPK is scheduled.**
- d. **Please take vacations during "NO VPK" days only. If absent for 4 consecutive days, a note must be sent to VPK with dates, names, and reasons. Please turn the note into the school office.**
- e. **VPK is a FREE program for qualified parents/guardians.**
- f. **We offer a wrap-around for parents/guardians that would need more hours to their VPK.**

2. REENROLLMENT (TRANSFER/TERMINATION)

- a. Should you decide at any time after the start of the VPK program that you wish to reenroll your child with another provider, it is the parent's responsibility to notify us, and ELC "Early Learning Coalition" will determine if the child is eligible to reenroll with another provider. If your child has already reenrolled into this school from another school or has used 70% of the instructional hours in the program, your child will not be eligible to enroll at another school.
- b. We strive to meet the needs of all our school's children and families. Please feel free to consult us on any issue. Through our vast experience in the field of education and our community contacts, we are able to match children with the appropriate education as well as any necessary outside resources. Yet, there are occasions when, despite our best efforts, we cannot accommodate a particular child or family. Whether the situation is that the placement is not appropriate for that child or there is non-compliance with the policies and procedures outlined in this agreement, we reserve the right to terminate services.

3. DROP-OFF & LATE PICK UP

A child who is enrolled in the VPK program but is not enrolled for any other wrap-around services must be picked up by the end of their scheduled program. Parents are responsible to pick up their children in a timely manner. After 12:00 am there is a charge of \$ 60.00 per fifteen minutes. You must pay the day you are late. This is a government-funded program and there can be **NO** exceptions, please.

Thank you for taking the time to review these policies. As part of our registration packet, you can find our Policies and Procedures online (www.foundationmontessori.net) which will give you additional information on our operational policies. Please refer to these Policies and Procedures for additional information on any practice not directly affected by the VPK program. We look forward to a successful school year. Thank you for choosing "Foundation Montessori" as your VPK provider.

I have received a copy of the Voluntary Prekindergarten Attendance Policy:

Print Parent's/Guardian's Name: _____ **Date:** _____

Parent's/Guardian's Signature: _____

Print Name of Child: _____