

## VPK Agreement and Attendance Policy 2019-2020

I would like to enroll my (student's name) \_\_\_\_\_ in the VPK program at HBPC Preschool. \* **Please initial, sign and date at the end of review.**

\_\_\_\_\_ I understand that my student is required to attend school on the first and last day. I have been given a copy of the VPK instructional days, which include the 1<sup>st</sup> and last days. If your child does not attend the first day of school and you have not made other arrangements with the Director, your child will be removed from the HBPC Preschool roster.

\_\_\_\_\_ If my child cannot attend the first day of VPK (and arrangements have been made) I understand he/she will be moved to a private pay status until Sept. 1<sup>st</sup> or the first of the next full month they can begin VPK paid hours. If my child does not attend the last day, I will be subject to the daily fee for private pay students, until the last day of the VPK school year.

\_\_\_\_\_ I understand that HBPC Preschool is a non-profit center and relies on tuition to fulfill day to day operations. If I know that my circumstances have changed, and my student will no longer need this spot, I will give a written 30 days' notice. If unable to give a written notice, I will pay one-month private pay fee that the school will not collect from VPK.

\_\_\_\_\_ Late admission days already used for VPK at another school will be subtracted and billed as private pay to continue with HBPC preschool schedule. \_\_\_\_\_ (date)

**February 25, 2019 VPK enrollment opens to alumni, church members and community members, based on the pre-registration waitlist.**

### ATTENDANCE

HBPC Preschool will offer a Voluntary Pre-Kindergarten (VPK) program, for 6 hours a day MWF or TTH for 90 days. All enrolled families have received a school calendar of instructional days and handbooks are available online and physical copies on the parent resource shelf.

You are required to sign and comply with this policy, in order for your child to attend VPK at HBPC Preschool.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning and preparation for Kindergarten. You will be allowed a **maximum of 17 absences** per school year. Please call the school should your child need to be absent. It is your responsibility to keep track of your child's absences. More than 2 consecutive days should be reported to HBPC staff, teacher or Director.

**Verifying your child's attendance and absences:**

At the end of each month, you are required to review your child's individual attendance form for accuracy. Please print your name, sign and date. This form will verify your child's attendance as well as direct the ELC of Duval to make payment for that month's tuition for your child to attend HBPC Preschool.

**Withdrawal:** Absences exceeding 17 days WILL result in withdrawal from the VPK program and will not be eligible for re-enrollment. HBPC Preschool will allow, at the Directors discretion, a child to re-enroll as a private pay student. This tuition amount will be calculated based on the date of withdrawal from the VPK program.

**Tardiness:** Arrival for VPK is between 8:30 and 9:00 am each day. Instruction begins immediately at the start of each day, and all children are expected to be in place and ready to start their day at 9:00. Please be courteous to the teachers and students and try to arrive in this time frame. We understand that it is occasionally unavoidable to be "running late". Routine disruptions, however, will be reviewed and could be cause for dismissal from the VPK program.

**Late Pick Up:** Pick up is by 2:30. A \$10.00 late fee for each 5 minutes, or part thereof, will be assessed. The late fee is due the next day your child attends class. Checks or parent online pay portal only. No cash can be accepted. Late pick up situations that occur in excess of 3 times is unacceptable and will be cause for dismissal from the VPK program.

To participate in the VPK Program at HBPC Preschool, I agree to comply with the terms of this agreement/attendance policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

**Child's Name** \_\_\_\_\_

**Printed name of Legal Custodial Adult** \_\_\_\_\_

**Signature of Legal Custodial Adult** \_\_\_\_\_

**Date:** \_\_\_\_\_