



VPK Attendance Policy

2024-2025

This policy is between HBPC Preschool, parent and mandated by ELC of Duval.

HBPC Preschool will be operating a Voluntary Pre-Kindergarten (VPK) for 6 hours a day, for 90 days. Your child is enrolled for either a T/TH or MWF VPK schedule. VPK instructional calendars are available online and in hard copy on the parent resource shelf. A child **MUST** attend a minimum of 80% of monthly and annual instructional hours to remain in the program.

August 12, 2024- April 25, 2025 (MWF students)

August 13, 2024-May 29, 2025. (TTH students attend a 5-day schedule April 28th-May 29th)

Students starting after the school year begins are required to follow the policy and attend the last day.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is HBPC Preschool funding linked to attendance, but also the child's success upon entrance into Kindergarten. **HBPC students enrolled in the VPK program are required to attend the first and the last day of school.** 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. You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program. A 30-day notice is required for withdrawal.

Tardiness: Arrival for the VPK program is 8:30 am. VPK arrivals should be signed in at the Pre-K Classroom. The instructional day begins at 8:30 and all children are expected to be in place and ready to start the day. Arrivals after 8:40 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and can be cause for termination from the VPK program.

Late Pick Up: The VPK program dismissal is from 2:20-2:30. A late fee of \$20.00 will be assessed if your child is not picked up by 2:30pm. An additional \$1.00 per minute will be added until the child is picked up. VPK late pick up fee is due the next day your child attends class. This will be billed through your Procure Parent Account. No cash payments can be accepted.

Absence: Daily attendance in the VPK program is necessary for optimal learning. A child should not miss their instructional days. However, you will be allowed **1 absence per month.** **All children must attend a minimum of 80% of their instructional days each month.** See School instructional calendars. All absences will require a written note from the parent for one of the following reasons. Keep in mind that regardless of circumstances, a total of 80% attendance must be always maintained.

- *Illness or injury of the child or the child’s family member which requires hospitalization or bed rest
- *Physician or dentist appointment
- *Infectious disease or parasitic infestation
- *Funeral service, memorial service, or bereavement upon the death of the child’s family member
- *Compliance with a court order (visitation, subpoena)
- *Special education or related services for the child
- *Observance of a religious holiday or service
- *Family vacation, not to exceed 5 excused absences per program year.**

Please note: Absences of 3 consecutive instructional days will be considered a withdrawal from the VPK program at HBPC Preschool. Withdrawals from the VPK program will not be eligible for re-enrollment. HBPC Preschool will allow one documented 3-day absence during the 90-day instructional period. Documentation must be submitted in advance, explain the reason for the 3-day absence, and be dated and signed by the child’s legal custodial adult.

Verifying your child’s attendance and absences: You will be given a form to review and confirm your child’s recorded attendance at the end of each month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Duval to direct payment for the month’s VPK program for your child to HBPC Preschool and that you continue to choose HBPC Preschool to provide your child’s VPK program for the upcoming month.

To participate in the VPK Program at HBPC Preschool, I agree to comply with the terms of this Absence and Tardiness 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 _____