



TRINITAS
A C A D E M Y

TRINITAS ACADEMY
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DIRECTOR
2010-2011

VPK ATTENDANCE POLICY

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

To the parent/guardian of : _____,

Your child is enrolled in the Voluntary Prekindergarten program. Students enrolled in additional programs were given that information at the time of enrollment. 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! You will be asked to sign a confirmation that you received this.

This agreement contains the following information:

- 1 SIGN IN / ATTENDANCE VERIFICATION
- 2 ATTENDANCE & ABSENCE POLICY
- 3 TRANSFER / DISMISSAL
- 4 LATE PICK UP

1. **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, NO INITIALS ALLOWED, must be written on the attendance sheet. This is a requirement of the VPK program.

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

2. **ATTENDANCE / ABSENCE:**

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

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 8:15 AM daily.
- b. WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY EXCUSED ABSENCE.

Any more than three (3) absences per month is considered excessive. We will discuss this with the parent / guardian. Continued excessive absences may lead to the dismissal of your child. A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:

1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
2. Infectious disease or parasitic infestation;
3. Physician or Dentist appointment;
4. Funeral service, memorial service, or bereavement upon the death of the child's family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g., visitation, subpoena);
7. Special education or related service as defined in 20 U.S.C. 1401 (2004) for the child's disability
8. Observance of a religious holiday or service, or because the child's or parent's/guardian's religion forbids secular activity on the instructional day;
9. Family vacation -Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absence/s was due to vacation. These absences are counted as part of the number of allowable absences per month.
10. Vacation days can be taken throughout the year and do not have to occur all at one time.

3. TRANSFER/DISMISSAL:

TRANSFER: Should you decide at any time after the start of the VPK program that you wish to transfer your child to another provider, it is the parent's/guardian's responsibility to go to Family Central to obtain the transfer.

DISMISSAL OF A CHILD FROM A VPK PROGRAM:

At Trinitas Academy we strive to meet the needs of all of the children and families in our school. Please feel free to consult us on any issue. Yet, there are occasions when despite our best efforts we are unable to 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 and/or the Trinitas Academy Parent Handbook, we reserve the right to dismiss your child from the VPK program.

4. DROP-OFF & LATE PICK UP:

- a. Children enrolled in a VPK class may arrive no sooner than 5 minutes before the start of class.
- b. 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.
- c. Parents/guardians are responsible to pick up their child in a timely manner.
- d. Please review the Trinitas Academy Handbook for late pick up procedures.

Thank you for taking the time to review these policies. The State of Florida Agency for Workforce innovation Office of Early Learning may modify their policies from time to time. If such a situation arises, you will be notified of any changes in writing. As part of our registration packet you received our Parent Handbook that will give you additional information on how Trinitas Academy operates. Please refer to this handbook for additional information regarding any practice that is not directly affected by the VPK program. We look forward to a successful school year. Thank you for choosing Trinitas Academy as your VPK provider.

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

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

Parent's/Guardian's Signature: _____ Date: _____

Name of Child: _____ Class: _____