

## CHRIST UNITED METHODIST PRESCHOOL VPK ATTENDANCE POLICY 2021-2022

**As a condition of providing the VPK program all parents choosing to enroll their child must be provided and agree to comply with the provider's attendance policy. The VPK program is instructional time and attendance is kept for the state and important to your child's education.**

Christ United Methodist Preschool has agreed to provide the VPK program to continue its commitment to provide children and families with a quality early education program that provides opportunities for children to attain the skills that will prepare them to enter kindergarten ready to learn.

Our new VPK school year will begin on **August 30, 2021** and end on **May 26, 2022**. The VPK is a government funded and regulated program. We want to provide you with the Attendance Policy in advance of the start of school so that you have an opportunity to discuss any questions you might have about your child's attendance in the VPK program.

### **Tardy policy:**

Make every effort to have your child at school during the VPK hours. Our VPK hours are 9-1, Monday to Thursday. Your child will be marked tardy if he or she arrives more than 15 minutes late to school. If you do arrive late, we ask that you sign your child in through the office.

### **Attendance policy:**

Please notify us if your child is going to be absent from school. A parent/guardian note is requested for any absence, stating a valid reason for the absence. If your child is absent from our program for 5 consecutive instructional days, and we have not heard from you, he/she will be considered withdrawn from the program and we will notify the Early Learning Coalition of this.

It is also important to know that payment for the VPK program is based on VPK days your child attends and the total allowable days absent **per school year** are 7. We have to take attendance seriously in order to provide an excellent education for your child. We understand that there may be emergencies when you cannot control your child's attendance. Examples of extraordinary circumstances include the following:

- a. Hospitalization of the student, parent, or guardian with appropriate documentation
- b. Illness of the student, parent, or guardian, which requires an extended stay at home to get well or keep from infecting other children
- c. Death in the family requiring travel
- d. Court ordered visitation out of town, with appropriate documentation (court order)
- e. The parent's or guardian's unforeseen documented military deployment or exercise.

At the end of **each month**, an attendance form will require a **parent/guardian's signature and date** in order to verify the number of days your child was in attendance at Christ United Methodist for the month and that you are continuing to choose Christ United Methodist Preschool for VPK.

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**I have reviewed this attendance policy and agree to comply with its terms.**

**Signature of parent or guardian:** \_\_\_\_\_

**Printed name of parent or guardian:** \_\_\_\_\_

**Printed name of VPK child:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Once we receive this signed attendance policy, it will be kept in the office for review by ELC and a copy will be given to you, the parent/guardian, upon request.