



VPK Attendance/Tardiness Policy

Dear Parent/Guardian,

Cornerstone Classical Preschool will be operating a Voluntary Pre-Kindergarten (VPK) for 15 hours a week for 180 days. All enrolled families received a calendar showing the scheduled days off during the operational period of August 14, 2023 – May 31, 2024.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Cornerstone Classical Preschool funding linked to attendance, but also the child's success upon entrance into kindergarten. You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Tardiness: Arrival for the VPK program is between 7:50 am and 8:00 am. VPK arrivals should be signed in at the Pre-K Classroom. The earliest time arrivals will be accepted in the classroom is 7:50 a.m., unless you signed your child up for Before Care. The instructional day starts at 8:00 a.m. and all the children are expected to be in place and ready to start the day. Arrivals after 8:00 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.

Late Pick Up: A late fee of \$20 will be assessed if your child is not picked up on time. An additional fee of \$1.00 per minute will be assessed if the child is still in attendance. We understand that it is occasionally unavoidable to be "running late", please call the office if it is more than 10 minutes.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (2) absences per month. Please note that any sick days more than 2 will be deducted from our compensation from ELC. We rely of these funds to meet our VPK budget.

Please note: Absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at (school). Withdrawals from the VPK program will not be eligible for re-enrollment. (School) will allow one documented 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-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, confirm, and sign your child's recorded attendance for the month at the end of each month during pick-up. 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 Cornerstone Classical Preschool, and that you continue to choose our school to provide your child's VPK program for the upcoming month.

To participate in the VPK Program at CCA, 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 Legal Name _____

Printed Name of Legal Custodial Adult _____

Signature of Legal Custodial Adult _____ **Date** _____