



EARLY CHILDHOOD EDUCATION 2017/2018 VPK ATTENDANCE POLICY

Creation Kids Village operates a Voluntary Pre-Kindergarten (VPK) from 9:00am to 12:00pm, 5 days a week for 180 days and equivalent to 540 instructional hours based on the Osceola County School Calendar beginning August 10th, 2017 and ending May 30th, 2018.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Creation Kids Village funding linked to attendance, but also the child's success upon entrance into Kindergarten. You are required to sign and comply with the following policy on Attendance and Tardiness as part of your enrollment at Creation Kids Village.

Tardiness: Arrival for the VPK program is between 8:50 and 9:00 a.m. The earliest time arrivals will be accepted in the classroom is 8:50 a.m. Students who arrive before this timeframe will be charged the VPK Wrap-care rate as established. The instructional day starts at 9:00 a.m. and all children are expected to be in attendance in order to fully participate and engage in the day's instruction/circle time and activities.

Late Pick Up: The VPK program ends at 12:00 daily. A full day wrap-care charge will be assessed if your child is not picked up by 12:10pm.

Absence: Daily attendance in the VPK program is necessary for optimal learning and preparation for Kindergarten, however, you will be allowed (17) absences total. Absences of more than 17 days will be considered a withdrawal from the VPK program at Creation Kids Village. Withdrawals from the VPK program will not be eligible for re-enrollment.

Attendance Forms: Guardians of VPK students are required to sign an Attendance Form on the last school day of every month. These forms may not be signed in advance nor may they be submitted late. Creation Kids Village completes the Attendance Record portion, and the guardian must sign, print, and date on the last school day of every month.

Further, at Creation Kids Village we strive to present ourselves and our students in a professional manner. We want to prepare our students for the professional world and encourage them to be aware of their appearance and the way they carry themselves and at all times. We believe this is accomplished by wearing their proper, full uniform daily as outlined in our Family Handbook.

If your child is not in their proper, full uniform you will receive a verbal warning after the first offence as a reminder. On the second offence a note will be made in your child's file detailing offence. On the third offence, a parent/teacher conference will be scheduled to review the uniform policy and discuss how best to adhere to it. Further offences are grounds for removal from the program.

ACKNOWLEDGEMENT

To participate in the VPK Program at Creation Kids Village, 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.

Guardian's Signature

Guardian's Printed Name

Date

Guardian's Signature

Guardian's Printed Name

Date