



2023-2024 VPK School Year Attendance Policy

The Voluntary Pre-K Program is a state funded program which has attendance rules and regulations that both the provider and the parents/guardian(s) must follow. Regular attendance is a requirement of this program and is also essential for your child's success in Kindergarten. Please read the following information carefully and sign at the bottom to indicate that you understand and agree to comply with the requirements.

Program days / times

1. The Alachua County Public Schools' VPK School Year Program begins on Thursday, August 10th, 2023 and ends on Friday, May 31st, 2024.
2. The Alachua County Public Schools' VPK Program will provide a full school day to students which includes 3 hours of VPK instruction (8am-11am) funded by the state.
3. The hours for the Alachua County Public Schools' VPK School Year Program are:
 - 7:30am to 1:30pm on Monday, Tuesday, Thursday, and Friday
 - 7:30am to 12:30pm on Wednesday
4. This program will follow the Alachua County Public School calendar for the 2023-2024 school year. I have received a copy and understand that they will inform me of any changes in advance when possible. (The ACPS Calendar can also be found online at <https://fl02219191.schoolwires.net/domain/9911>)

Absences

1. I understand that regular attendance is a requirement of the VPK Program.
2. When possible, I will notify my child's teacher in advance of his/her absence.
3. Upon return to school from an absence, I will provide written documentation to the teacher regarding the reason for my child's absence.
4. I understand that the ACPS VPK Program will monitor my child's attendance.
5. I will contact the VPK Administrator and/or School Principal for any medical or extenuating circumstances that may result in a longer period of absences. Continued enrollment may not be guaranteed but reviewed by administrators on a case-by-case basis. (Please note that family vacations are not considered excused absences.)
6. **I understand that missing 20% of VPK instructional school days in one month may result in my child being withdrawn from the program.**

Tardies and Late Pick Ups

1. All late arrivals and early departures must report to the school front office.
2. I understand that **VPK students must be signed in daily by 7:45 a.m.**
3. I understand that **VPK students must be picked up at 1:30 p.m.** on Monday, Tuesday, Thursday, Friday and at **12:30 p.m. on Wednesday.**
4. I understand that late pick ups cannot be accommodated.
5. **I understand that my child may be withdrawn from the program if frequent tardies or late pick-ups occur.**

Daily Sign-in and Sign-Out

1. I understand that my child must be signed in and out daily using the VPK sign in binder and forms.
2. I understand that my child's school will have a sign-in and sign-out procedure that I must follow.
3. I understand that VPK students must be signed into school by an adult (at least 18 years of age).
4. I understand that only persons 18 years or older, who are authorized on the emergency card by the parent/guardian, are permitted to sign-out a child. For the child's safety, identification is required for anyone to sign-out a child.
5. **I understand that failure to follow the sign-in and out procedures will result in my child being terminated from the ACPS VPK Program.**

Monthly Attendance Verification Forms

1. I will sign my child's monthly VPK attendance verification form called the *Parental Choice and Attendance Verification Form (OEL-VPK 03S)* at the end of month as required by FL Rule 6M-8.305. (The Teacher will provide this form to the families at the end of each month to sign.
2. **I understand that I must sign this form at the end of each month in order to maintain my child's enrollment in the VPK Program.**

Withdrawals and Transfers

1. Transfer requests must be submitted to the VPK Administrative office at the Fearnside Family Services Center. I understand that transfer requests will be approved based on the child's zone school location and space availability. Transfers to another Alachua County Public Schools VPK site are not guaranteed.
2. I understand that I must notify my child's teacher and the VPK Administrative office at the Fearnside Family Services Center if I would like to withdraw my child from the program.

Your support of these procedures is necessary to protect each child and comply with state requirements. Failure to follow these very important procedures could result in a child's termination from the program.

By signing this document, I acknowledge that I have read, understand, and will comply with the Alachua County Public Schools' VPK Program Attendance Policy.

VPK Provider's Name: Alachua County Public Schools

School Location:

- | | | |
|--|---|--|
| <input type="checkbox"/> Archer Elementary | <input type="checkbox"/> Chiles Elementary | <input type="checkbox"/> Hidden Oak Elementary |
| <input type="checkbox"/> Irby Elementary | <input type="checkbox"/> Lake Forest Elementary | <input type="checkbox"/> Newberry Elementary |
| <input type="checkbox"/> Norton Elementary | <input type="checkbox"/> Rawlings Elementary | <input type="checkbox"/> Shell Elementary |
| <input type="checkbox"/> Talbot Elementary | <input type="checkbox"/> Terwilliger Elementary | <input type="checkbox"/> Wiles Elementary |

Child's Printed Name: _____

Parent / Guardian's Printed Name: _____

Parent / Guardian's Signature: _____ Date: _____

