



VPK Attendance Policy for 2022-2023 School Year

Parents of VPK children must comply with the Attendance Policy as described below.

- ✚ Annunciation Catholic School operates a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, from 7:45 – 10:45a.m., 5 days a week, for the 180 days of the school’s traditional school year. All enrolled families can access the calendar on their Family Portal showing the program schedule.
- ✚ Attendance during scheduled instructional days is of utmost importance to remain in the VPK program. Student success in kindergarten is strongly linked to consistent attendance (including on-time arrival and departure at dismissal) in the pre-school program. Additionally, Annunciation’s funding is linked to attendance.
- ✚ VPK Attendance Requirements:
 - **Absences:** Children are allowed up to 3 absences per month. Parents should email the teacher or call the office if a child will be absent.
 - **Children should remain home for at least 24 hours after illness and without medication** be free of fever, respiratory illness symptoms, discharge from eye, or gastrointestinal distress.
 - Any absences beyond those three allowable by the program require a written note from the parent citing one of the following reasons:
 - Illness/injury of child or child’s family member which requires hospitalization or bed rest
 - Physician or dentist appointment
 - Infectious disease or parasitic infection
 - Funeral/memorial service, or bereavement upon the death of child’s family member
 - Compliance with a court order (visitation, subpoena)
 - Special education or related service for child’s disability
 - Observance of a religious holiday or service
 - Family vacation, not to exceed 5 absences per program year
 - **Tardies:** Children should be in their classrooms by **7:45a.m.** The academic day begins at 7:45 immediately after the tardy bell rings. A great deal happens in the first few minutes.
 - Children are allowed 5 tardies per month. A pattern of tardiness involving another month with 5 or more late arrivals will result in removal from the Annunciation Catholic School’s VPK Program. The child may be eligible for a transfer and may be able to re-enroll at another VPK provider. The child can transfer the remaining funding to another VPK center if eligible.
 - **Early Dismissals:** Children may be dismissed early for emergencies, but these should be few. Children are expected to participate in VPK activities until the scheduled dismissal.
 - **Attendance of less than one hour** between 7:45 – 10:45 will be counted as an absence.
- ✚ **Please Note:** Absences of 5 consecutive days require documentation to explain the absence. Documentation for planned absences, signed and dated by the legal guardian, must be submitted in advance detailing the reason for the extended absence. If a child is sick, a doctor’s note explaining the reason and duration for the absence is required. Failure to provide this documentation, constitutes withdrawal from the VPK program at Annunciation. Withdrawals from the VPK program will not be eligible for re-enrollment in the VPK program. If your child is dismissed from our program, the child can transfer the remaining VPK funding to another center if eligible.
- ✚ **Additional (non-VPK-program) Supervision:**
 - Children who arrive between 7:00a.m. and 7:15a.m. incur a fee for before school supervision. Children must be walked by a parent to supervision area during this time.
 - Children are to be picked up at the scheduled dismissal time of **10:45a.m.** Children remaining after 10:55a.m. incur a fee for after school supervision. Provide food for your child’s snack and lunch when a late stay is anticipated.
- ✚ Parents are to complete and sign the VPK Attendance form each month. These Parent Choice Certificates will be distributed on the last instructional day of each month by the teachers. Forms must be signed and returned the next school day. **NOTE:** If your child is dismissed from our program, the child can transfer the remaining VPK funding to another center if eligible.

I understand and accept the terms of the Annunciation Catholic School VPK Attendance Policy.

Child’s Name

Parent’s Signature

Date

Annunciation Catholic School

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