



Southside United Methodist Preschool
3120 Hendricks Avenue, Jacksonville, FL 32207 | 904.396.2676

VPK ATTENDANCE POLICY FORM AND ACKNOWLEDGMENT

REQUIRED FORM

(for VPK STUDENTS only)

VPK ATTENDANCE REQUIREMENTS:

- A.) A child can miss **NO MORE THAN 10 DAYS** per semester. All absences, **NO MATTER WHAT THE REASON**, are counted and cannot exceed 10 days for each semester.
Semester 1 —First day of school through the last day before Christmas Break
Semester 2 — First day of school after Christmas Break through the last day of school
- B.) A child **MUST ATTEND THE FIRST DAY OF SCHOOL** in order for our school to start receiving payment for your child from the State of Florida.
- C.) A child **MUST ATTEND THE LAST DAY OF SCHOOL** in order for our school to receive full payment for the month of May.
- D.) Each child **SHOULD ARRIVE ON TIME EVERYDAY**. Tardiness interrupts the class and is distracting to the teachers and other children. Excessive tardiness could result in a dis-enrollment.
- E.) Parents must verify their child’s attendance each month. Parents will be asked to sign an attendance form at the conclusion of each month to verify the child’s attendance.

The policies regarding absences pertain to the VPK program hours Monday through Thursday only. If your child is registered in a VPK +1 class and is absent on a Friday, the Friday absence will not be counted in the allowed number of absences.

IF YOU KNOW THAT YOUR CHILD WILL BE MISSING MORE THAN THE DAYS LISTED ABOVE, IT IS VERY IMPORTANT THAT YOU LET THE DIRECTOR KNOW. YOUR COOPERATION WITH US WILL ALLOW US TO WORK WITH YOU.

DIS-ENROLLMENT POLICY FOR EXCESSIVE ABSENCES

Payment will be made to SUM Preschool by the State of Florida based on the attendance for a child for each VPK instructional day. Each **VPK INSTRUCTIONAL DAY** is payable when your child attends either the whole day or part of it. Even if you child attends for 10 minutes and has to leave because they are sick or for any other reason, they are considered present for the day. Absences are allowed, as long as they do not exceed the guidelines listed above. If a child misses more than the allowed number of days in accordance with Southside United Methodist Preschool’s Attendance Policy, **THE CHILD MAY BE DIS-ENROLLED FROM THE VPK PROGRAM.** If your child is dis-enrolled from the VPK program you may request continuance in the private preschool program paying the full monthly tuition as stated for the current school year. Approval for continuance is at the discretion of the SUM Preschool Board.

VPK ACKNOWLEDGMENT

I acknowledge that I have read and understand the information regarding the VPK Attendance Policy and I agree to abide by these policies. Furthermore, I understand that if my child does not meet the attendance requirements set forth by Southside United Methodist Preschool, they reserve the right to dis-enroll my child from the VPK program.

Signature of Parent/Guardian

Date

CHILD’S NAME – PLEASE PRINT