

**VPK Attendance Policy
Community Christian Preschool**

As a part of the state-funded Voluntary Prekindergarten Program (VPK),
Community Christian Preschool (CCP) is subject to strict attendance guidelines.

CCP attendance guidelines are as follows:

The Voluntary Prekindergarten (VPK) portion of the Pre-K Program at Community Christian Preschool begins promptly at 9:00 am and ends at 1:00 pm. These hours are funded by the state for 135 days or 540 hours per year.

Community Christian Preschool will be compensated by the state for a limited number of absences per child during the school year (illness and/or personal family days). Please notify the school office if your child is out ill or will be absent for more than three consecutive days due to personal family days. A note must be received from your child's physician for any extended illnesses. Although attendance should be a priority, you are expected to keep your child at home if he/she experiences a fever, vomiting, diarrhea, heavy nasal discharge, persistent nagging cough, pink eye, rash, unusual tiredness, or any other symptom of possible communicable disease. The health of your child is very important to us. We rely on parental cooperation to help prevent the spread of communicable diseases throughout our school. **It is the policy at CCP that no child may return to school until at least 24 hours after all symptoms are gone.** This is for the health of all of our children, staff, and families.

Excessive late arrivals or absenteeism will be addressed by the director in an attempt to have resolution. If attendance or tardy problems persist, this may result in your child being referred to the Early Learning Coalition of Seminole County and dismissed from the program. Any child who does not attend class for five consecutive days without contacting the school may be automatically dismissed from its program.

Excessive tardiness is defined as late arrival or early departure more than once a week on a regular basis. Excessive absenteeism is defined as missing more than three days per month without a medical excuse or other reasonable explanation. The director will meet with parents to try to resolve these issues. The inability to resolve attendance issues may result in your child being referred to the Early Learning Coalition of Seminole County and dismissed from the program.

Parents will be required to verify attendance with a signature on their child's monthly VPK attendance document at the end of each month. This document will be forwarded to the Early Learning Coalition in order for Community Christian Preschool to be reimbursed by the state.

I have read and understand the attendance VPK attendance policy for Community Christian Preschool and will abide by these guidelines in order for my child to participate.

Child's Name: _____

Parent Signature: _____

Date: _____