

Attendance Policy

Parents are required to sign the VPK Attendance Policy at the beginning of the year. The VPK Program funding is based on student attendance. It is a requirement by the State of Florida that parents sign the Child Attendance and Parental Choice Certificate (Short Form) at the end of each month.

Absences

Regular attendance is critically important for children to become successful life-long learners.

Please make every effort to notify your child's teacher when your child is going to be absent from school. Every time your child is absent due to an illness, you must provide written documentation. For illnesses resulting in absences longer than 5 school days, a doctor's note is required.

Students who have excessive unexcused absences (more than 5) may be required to attend an attendance meeting with school personnel. After an attendance meeting, continued excessive absences, either excused or unexcused, may result in your child being dismissed from the program by the school administrator.

Excessive Tardiness

It is also important that your child arrive promptly to school. Students dropped off late more than 5 times may be dismissed from the program.

Late Pick Up

Since there is no staff available to care for your child after the daily program is over, it is vital that he/she is picked up on time. Students picked up late more than 5 times may be dismissed from the program.





Attendance Agreement

Voluntary Pre-Kindergarten (VPK)

Dear Parent/Guardian,

In order to prepare your child for success in VPK, it is vitally important that he/she attends school every day, on time, and stays for the duration of the day. The OCPS VPK Attendance Policies are listed below.

Initial on each line if you have read, agree to, and understand the policy.

- You are required to fill out an OCPS Excused Absence Form each time your child is absent due to illness._____
- You are required to send a doctor's note for absences due to an illness lasting more than 5 consecutive school days._____
- Unexcused absences (more than 5) can result in an attendance meeting with school personnel._____
- Your child can be dismissed from the VPK Program if they have excessive absences._____
- Your child can be dismissed if they are picked up late more than 5 times._____
- Your child can be dismissed if they are picked up before dismissal time more than 5 times._____
- Your child can be dismissed for excessive tardiness._____

I have read, agree to, and understand the OCPS VPK Attendance Policies.

Child's Name: _____

Parent's Printed Name: _____

Parent's Signature: _____

Date: _____

School: _____

Teacher's Name: _____