



First United Methodist Church Preschool  
**VPK ATTENDANCE AND TARDINESS POLICY**

*2019-2020 School Year*

FUMC Preschool has been approved by Episcopal Child Services to operate a Voluntary Pre-Kindergarten (VPK) program for 3 hours a day for 180 days.

Attendance during the scheduled instructional days is of utmost importance to remain in the program. Not only is funding linked to attendance but also the child's success upon entrance to kindergarten.

Because of this, FUMC Preschool has a strict **ATTENDANCE AND TARDY POLICY** with which you must be in compliance and sign.

**TARDINESS:** Arrival at the program is between 8:15 and 8:30 am. **The instructional day starts at 8:30 am and all children are expected to be in place and ready to start the day.** Arrivals after 8:30 are disruptive to the group and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late" but more than twice a month is unacceptable and may be cause for termination from the VPK program.

**ATTENDANCE:** Your child is expected to be in school all 180 days. **Your child is not allowed to miss more than 3 days each month. During August and June, which are short months, only one absence is allowed and during December only two absences are allowed.** Please remember, if they miss more days than allowed, we do not receive funds for your child and most importantly your child is missing valuable instructional learning time. Excessive absences are unacceptable and may be cause for termination from the VPK program.

Parental Choice Certificates will be provided to you at the end of each month for your signature. **EACH MONTH YOU AGREE TO VERIFY THE FOLLOWING:**

1. Your child's attendance
2. Payment for the program must be made to FUMC Preschool
3. You continue to choose FUMC Preschool to provide your child's VPK program

These forms are forwarded to Episcopal Children's Services and are required for FUMC Preschool to receive payment for your child's instruction.

I have received and understand this **ATTENDANCE AND TARDINESS POLICY** and agree to comply with its terms.

Child's Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_