



ATTENDANCE POLICY

We plan for your child to attend every day that he/she is scheduled. Therefore, if your child is going to be absent from school, please call the school by am. If your child becomes sick with a communicable disease listed in the parent handbook, you must have a doctor's note stating that your child may return to school, before he/she can resume attendance in the program. There are **NO TUITION ADJUSTMENTS DUE TO ABSENCE, FAMILY VACATIONS OR HOLIDAYS.**

Tardiness: The staff plans for a full day of activities. When children arrive after the scheduled time, the day is disrupted for everyone. The staff's attention is drawn to the late comer's needs to be assimilated as smoothly as possible into the groups. The result is the quality of our program is jeopardized. So please try to get your child here on time. We ask that all parents have their child here no later than 9am.

Full-time Care – Parents whose child is enrolled in full-time care are required to pay the full-time fee every week. There is no tuition adjustment as noted above. If you decide to keep your child home just because, the entire weekly fee is still due. The full-time fee does not drop to part-time fee nor daily fee. Should you bring your child only two days the daily rate will apply.

Part-time care – Parents whose child is enrolled in part-time care are required to pay the part-time fee every week. There is no tuition adjustment as noted above. Part-time care does not work where you come one week and not the next. If you can't bring your child on a weekly part-time basis, consider enrolling your child as drop-in care.

Drop-in care – Drop in care is when you drop in a day or two and usually not every week. The daily fee is \$40 a day.

VPK – Your child is required to have 540 hours of instructional teaching for a school year and 300 hours of instructional teaching for summer VPK. Parents are required to sign their child in using the long form for VPK. You are required to sign and date this form on the last day on the month or the first day of the next month depending on when the last day falls. A child may reenroll only once in a prekindergarten program under this section. A child

who reenrolls in a prekindergarten program under this section. A child who reenrolls in a prekindergarten program under this subsection may not subsequently withdraw from the program and reenroll, unless the child is granted a good cause exemption under this subsection. The Office of Early Learning shall establish criteria specifying whether a good cause exists for a child to withdraw from a program.

Parents please adhere to the above policy. Thanks.