Voluntary Pre-Kindergarten (VPK)
Attendance Policy

ATTENDANCE POLICY

Students are expected to arrive between 8:15 a.m. and 8:30 a.m. The learning experience that takes place during class time cannot be duplicated. When children begin their day tardy, it impedes their ability to learn. Baymeadows Children's Academy realizes there will be times when a child misses' school because of special or extenuating circumstances. However, absence from VPK class instruction for appointments or special vacations is not conducive to learning success nor does it promote an appropriate attitude toward learning. Parents are requested to make medical appointments after the designated VPK hours and make vacation plans within the defined schedule of the school calendar. Teachers are not expected to provide extra work or help to students who miss school for non-essential reasons.

The Management and staff would appreciate your compliance in the following policies:

When a student is absent, parents must call the school office before 8:00 a.m. to report the absence. More than 20 absences in a school year could result in termination from the program.

Class instruction begins promptly at 8:30 a.m. All children should arrive at school by 8:15 a.m. and be ready to work by 8:30 a.m. Children should attend school regularly. They should form the habit of coming to school every day and coming on time. The first half hour is the most vital part of a preschooler's education! If your child is going to be absent for reasons other than illness, please let the teachers and /or Management know in advance**. All absences will be reported to the Early Learning Coalition of Duval.** A sick child should not attend school. Do **not** send your child if he has any of these symptoms: coughing, sore throat, runny nose with a yellow or green discharge, eye infection, fever, rash, diarrhea, swollen glands, earache, or vomiting. If a child arrives sick or develops symptoms while at preschool, a parent will be called to come and pick up the child. If the parent cannot be reached, the alternate designated on the registration form will be contacted.

Arrivals and Departures

Parents are required to accompany child(ren) into Baymeadows Children's Academy daily, then proceed to the nurse's station, both parent and student must wash hands, then student may walk to assigned classroom or enter cafeteria depending on time of arrival.

Parents are required to sign their child(ren) into the childcare facility each day as well as sign them out before departure from the childcare facility. *There are no exceptions to this requirement*. Habitual failure to sign your child in or out daily may result in termination from the program.

When picking up a child, any person who is unfamiliar to staff will be required to show identification before they are allowed to leave with the child. Any individual not indicated on the proper pickup forms

will not be allowed to leave with the child. We must have in writing a release form from the parents(s) prior to releasing the child to anyone other than the parent. Identification is still required.

VPK (3 Hr.) Only

Baymeadows Children's Academy will not allow children enrolled in only VPK hours to arrive more than 15 minutes before the official start time (8:30 a.m.) of the program or remain after the program ends (11:30 a.m.). Parents will be billed for appropriate charges/additional fees if the child is not picked up on time. The office must be informed of emergency situations. Parents will be charged $1 per minute (per child) if they are late picking up their child(ren). Any late fees must be paid in full before child(ren) can attend the following day. Habitual late pick-ups can result in termination from the VPK program.

Late Arrivals

Chronic tardiness will result not only in your child not gaining all the tools needed for their learning experience but may ultimately void your child's enrollment in Baymeadows Children's Academies VPK program. Please do everything you can to ensure that your child arrives at school on time. Your cooperation is essential.

Verifying your child's attendance and absences: At the end of each month you will be given a Child Attendance and Parental Choice Certificate to review and sign confirming your child's attendance and absences for that month. Your signature on this form will not only verify the attendance, but also will direct the ELC of Duval to direct payment for the month's VPK program for your child to Baymeadows Children's Academy. This also verifies that you are continuing to choose Baymeadows Children's Academy to provide your child's VPK program for the upcoming month.

I have received, read, and understand the above information. I agree on behalf of _____ (child) to comply with all statements and guidelines set forth in this attendance policy.

Parent/Guardian: _____

Date: _____