

2022-2023 VPK ATTENDANCE AND TARDINESS POLICY

All Souls Catholic School will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week, 180 days for a total of 540 hours. All enrolled families received a calendar showing the scheduled days off during the school year.

Attendance: Attendance during the scheduled instructional days and times is of utmost importance for students to remain in the VPK program. Not only is All Souls Catholic School funding linked to attendance, but also the child's success upon entrance into Kindergarten.

Parents/Guardians are required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Attendance Signatures: Parents/Guardians are required to sign their child in and out each day. Signatures must be the parent/guardian's full name. Daily sign-in/sign-out sheets must be complete and match the submitted monthly attendance forms. Any other person authorized to bring the child in or pick them up, must follow the same procedure. The monthly Child Attendance and Parental Choice Certificate (Long Form), Form OEL-VPK 03L must contain the parents' full first and last name. The form must be dated on the last day of the class for each month, or within the next three days following the last day of class.

Tardiness: Arrival for the VPK program is between 7:55 and 8:00 a.m. VPK arrivals should be signed in at the VPK Classroom. The earliest time arrivals will be accepted in the classroom is 7:55 a.m. The instructional day starts at 8:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 8:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late," but more than twice a week will cause for a meeting with the Principal. Any students arriving after 8:00 am must get a tardy slip in the front office before coming to the VPK classroom.

Late Pick Up: The VPK program ends at 11:00 am daily. A late fee of \$1.00 per minute will be assessed if your child is not picked up by 11:10 am, unless your child is staying for the wrap-around time. First time emergencies will be taken into consideration.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, there is an allowance of three (3) absences per month. All absences require a written note from the parent. Any absence of 3 days or more requires a note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest – with a note from the doctor;
- Infectious disease or parasitic infestation – with a note from the doctor;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;



All Souls Catholic School is guided by the Trinity to empower our school community to live, love, and learn through Christ. We are committed to excellence in education while preparing our students for a life of service, leadership, and compassion.

Pre-K 3 through 8th Grade

- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;

All Souls Catholic School adheres to the 80/20 formula. Total absences cannot exceed 20% of the month. Unexcused absences of three (3) consecutive instructional days will be considered a withdrawal from the VPK program at All Souls Catholic School. Withdrawals from the VPK program will not be eligible for re-enrollment.

If students are absent due to illness, they must be fever-free, vomit-free, and/or diarrhea free for 24 hours before returning to school. Following an infectious or communicable disease or after an absence of three (3) or more days, a note from the doctor must be presented stating that the child is able to return to school. **Covid cases are handled under the direction of the current Early Learning Coalition Guidelines.**

Verifying your child's attendance and absences: At the end of each month parent/guardians are required to review and confirm their child's recorded attendance on the Form OEL-VPK 03L provided by the teacher. By signing and dating the attendance form, the parent/guardian is not only verifying attendance, but also directs the Early Learning Coalition of Seminole County to send payment for the month's VPK program to All Souls Catholic School. It also indicates that you continue to choose All Souls Catholic School to provide your child's VPK program for the upcoming month.

To participate in the VPK Program at All Souls Catholic School, I agree to comply with the terms of this Attendance and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

Student's Name

Parent's Printed Name

Parent's Signature

Date

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810 South Oak Ave., Sanford, FL 32771 | P: 407-322-7090 F: 407-321-7255 | allsoulschool.org