



## Voluntary PreK Attendance Policy

Parents of children enrolled in a VPK class must comply with the attendance policy. The attendance requirements are as follows:

1. Your child must arrive in the VPK classroom no later than 8:00 a.m. daily.
2. Your child must participate in the VPK activities until 11:00 a.m. daily.
3. You must call the Guardian Catholic School office (765-6522) if your child is going to be late or absent.
4. If your child is absent for five consecutive instructional days he/she will be dismissed from the VPK program.
5. Absences and tardiness may be excused under extraordinary circumstances if appropriate documentation is provided. These include:
  - a. Hospitalization of the child, his/her parent or guardian (Note from Doctor required).
  - b. Illness of the student, his/her parent or guardian that requires the ill person to remain at home (Note from Doctor required).
  - c. Death of a member of the student, parent, or guardian immediate family (Obituary Certificate required).
  - d. Court ordered visitation (Court Documents required).
  - e. Parent's or guardian's military deployment (Military Documents required).
6. A child may not miss more than 26 days per year for illness.
7. A child may not miss more than 35 days per year regardless of circumstances.
8. Parents must complete and sign an attendance verification form for EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the office the next day.

Children who do not meet the attendance requirements will lose VPK funding. The child may be allowed to remain in the VPK classroom, but the parent will be required to pay full tuition.

At the beginning of the school year, parents of VPK children will be asked to sign a copy of this policy that will be kept on file in the school office

*I acknowledge that I received this policy and that I will meet the attendance requirements.*

My child's name: \_\_\_\_\_

\_\_\_\_\_  
PARENT PRINTED NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE