

St. Catherine Catholic School



Providing a Christ centered education and a strong Catholic foundation where children can strengthen their relationship with God.

VPK Attendance and Tardiness Policy

St. Catherine Catholic Preschool offers the Voluntary Pre-Kindergarten (VPK) program for 3 hours a day, 5 days a week for 180 days. The parents get a school calendar showing the scheduled days off during the operational period of Aug. 8th, 2022 – May 26th, 2023.

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

You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Tardiness: Arrival for the VPK program is between 7:45 and 8:00 a.m. VPK arrivals should be signed in at the pre-k classroom. The earliest time arrivals will be accepted in the classroom is 7:45 a.m. The instructional day starts at 8:00 a.m. and all the 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 3 times a month will not be acceptable and will be caused for termination from the VPK program.

The VPK program runs from 8:00 a.m. through 11:00 a.m.

Absences: Daily attendance in the VPK program is necessary for optimal learning; however, you will be allowed 3 absences per month. Any absences beyond those require a written 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.

Physician or dentist appointment.

Infectious disease, memorial service, or bereavement upon the death of the child's family member.

Compliance with a court order (e.g., visitation, subpoena).

Special education or related services for the child's disability.

Observation of a religious holiday or service.

Family Vacation, not to exceed 5 consecutive instructional days will be considered a withdrawal from the VPK program at St. Catherine Catholic Preschool. Withdrawals from the VPK program will not be eligible for re-enrollment. SCCP will allow one documented 5 day absence during the 180 day instructional period. Documentation must be submitted in advance, explain the reason for the 5 day absence, and be dated and signed by the child's legal custodial adult.

Verifying your child's attendance and absences: SCCP office staff will ask you to stop by the office at the end of each month and will be given a form to review and to confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Highlands to direct payment for the month's VPK program for your child to SCCP, and that you continue to choose SCCP to provide your child's VPK program for the upcoming month.

To participate in the VPK program at St. Catherine Catholic Preschool, I agree to comply with the terms of this Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

Child's name

Print name of legal custodial adult

Signature of legal custodial adult

Date