

## **Attendance**

Your child is expected to attend the center on a daily basis. You are paying for excellent care and the only way we can provide it is if your child is in attendance at the center daily. If you are set on a part time rate, the same rules apply.

1. Your child must be in school by 7:55am to be included in the count for breakfast.

2. Your child must be in attendance on or before 8:30am in order to be considered present for the day. If you arrive after the designated time your child will not be accepted for the day.

Note: If your child will be tardy for an excused reason (dr. visit, etc.) please bring your excuse from the doctor so that he or she may be accepted for the program day.

3. If you keep your child home for any reason please be sure and contact the center as soon as possible. When the child returns proper documentation from the doctor/hospital must be turned in at the front office.

**\*\*Please Note:** Your tuition payment will remain the same regardless of absences in order for your child to receive care without interruption.

4. Children that miss more than 3 days per month will be in jeopardy of losing their slot in VPK and/or School Readiness.

5. Parent must sign child in and out every day and sign the monthly verification of attendance form.