

***Markham Woods Presbyterian Church Preschool
VPK Attendance Policy***

***As part of the state funded Voluntary Pre-Kindergarten program we are
subject to strict attendance guidelines.***

Our VPK program begins promptly at 9:00 am and ends at 1:00pm. An early drop off or late pick up fee of \$5.00 for every 10 minute increment will be assessed to you for either of these occurrences.

Children who do not attend on a regular basis, or are routinely late, or leave the program early will be referred to the director for counseling. An effort to assist in improving attendance issues will be documented and inability to resolve the attendance problem may result in your child being dismissed from our program and referred to our governing agency.

Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than 3 days per month without a medical excuse or other reasonable explanation.

Any child who does not attend class for 5 consecutive days without a medical excuse or other explanation or communication from the parent will be dis-enrolled from our program.

Parents will be required to sign off on the attendance record of their child at the end of each month and that information will be shared with our governing agency.

I have read and understand the attendance policy.

Parent Signature

Date

Child's Name