

**Neptune Baptist WEE School
Voluntary Pre-Kindergarten Program
Attendance and Tardiness Policy
2024 – 2025**

VPK Attendance Requirements

- Your child **must** attend the first day and the last day of school.
- Your child **must** arrive in the VPK classroom no later than 9:00 a.m. daily.
- Your child **must** participate in VPK activities until 1:00 p.m. daily.
- You **must** call the school office at (904) 249-0305 if your child is going to be late or absent.
- Absences and tardiness may be excused under "extraordinary circumstances" if appropriate written documentation is provided.

These include the following:

- Illness or injury of the child or the child's family member, which requires hospitalization or bed rest;
- Physician or Dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Life-threatening illness or injury 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;
- Observance of a religious holiday or service;
- Family vacation not to exceed five excused absences per program year.

Parents must complete and sign an attendance verification form each month. These forms will be distributed on the last instructional day of each month. They must be signed and returned to your teacher the same day.

Children who do not meet these attendance requirements will lose VPK funding. The child may be allowed to remain in the Pre-Kindergarten classroom, **but will be required to pay full tuition of \$380.00 per month.**

I understand and accept the terms of the VPK policy.

Child's Full Name: _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____