

*2018-2019
SJCS D VPK Only
Attendance Policies and Procedures*

Regular school attendance is a necessary part of a student's education beginning with preschool. Daily attendance is very important for your child's success in school. Your child must attend regularly and arrive on time.

Excessive absences are defined as **five or more absences per month or patterned absences (i.e. absent every Wednesday).**

VPK students must arrive and be picked up on time. VPK students are considered tardy or late pick-up **if they are dropped off or picked up after the designated arrival or dismissal time.** Tardiness is considered excessive if it occurs more than one time per week. Late pick-up is considered excessive if it occurs more than once a week.

Parents must provide absence documentation for all absences when their child returns to school. Please know that excessive absences, tardiness and/or late pick-ups may result in disenrollment.

Parents will be required to verify their child's attendance each month by signing a *VPK Parental Choice Certificate* on the last instructional day of the month or soon after.

If before or after school care is needed beyond what the SJCS D VPK Program provides, please contact your school to see what is available for additional child care. After school care may be available to you for an additional fee.

Print Parent or Guardian Name

Signature of Parent or Guardian

Date

Child's Name