

XYZ CHILD CARE

VPK Policies and Procedures

XYZ Child Care offers the Voluntary Prekindergarten (VPK) Program. Our program begins every day, Monday through Friday from 9:00am to Noon.

In order for your child to receive the high quality benefits of this program it is essential that your child be here on time every day for the full three hours.

In the event your child will be absent please call the center so we may plan accordingly. Each child is allowed to be absent for 20% of the program year. Below is a list of permitted absences each month: (You may not be absent more than 20% per month.)

August	_____
September	_____
October	_____
November	_____
December	_____
January	_____
February	_____
March	_____
April	_____
May	_____
June	_____

(As the provider you are permitted to explain that if a child is never absent through the year and needs to exceed absences in April, for example, then they will be permitted to utilize the absences from previous months which were not used.)

(You will need to know the hours you offer VPK each month and then calculate 20% of those hours to get the permitted **hours** of absences. Remember to convert the number of permitted hours into VPK days.)

In the event that your child exceeds the permitted absences they will be withdrawn from the VPK program at our site. You may choose to continue your child's care with us by using our private pay program. This would require that you pay \$_____ per week which allows your child to remain in the same class with the same teacher.

In the event that your child is picked up after the program ends at 12:00 you will be charged \$1.00 per minute to be paid at the time of pick-up.

Part of the VPK program is signing your child in and out every day as well as verifying your child's attendance at the end of each month by signing the monthly form. We expect that you will verify your child's attendance no earlier than the last VPK day of the month and no later than ten VPK days after the end of the month.

We offer wrap care for VPK children at the following rates:

\$_____ Before Care ONLY

\$_____ After Care ONLY

\$_____ BOTH Before and After Care

Children may attend the VPK program without using our wrap care, however, you should know that we do extend our instruction beyond VPK hours and your child will continue to learn while in our wrap care.

In the event that circumstances arise outside of the above listed attendance violation then termination from our VPK program or our Wrap care program is at the discretion of the Director.

Parent Name / Signature _____ Date _____