

VPK ATTENDANCE POLICY

Attendance during the Voluntary Pre-Kindergarten (VPK) is of utmost importance to remain in the VPK program. Not only is Temple Beth El of Boca Raton, Inc. funding linked to attendance, but your child's future success in Kindergarten is dependent on their regular participation in class.

You will be required to sign your child in and out each day in Brightwheel. Accurate time and full signature are required. Daily attendance in the VPK program is necessary for optimal learning, however you will be allowed 20% absences per month – for example if there are 15 instructional days in a given month, you will be allowed 3 absences for that month.

You will also be asked to sign a form at the end of each month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition to send payment for the month's VPK program for your child to Temple Beth El of Boca Raton, Inc., and that you continue to choose Temple Beth El of Boca Raton, Inc. to provide your child's VPK program for the upcoming month.

To participate in the VPK Program at Temple Beth El of Boca Raton, Inc., I agree to comply with the terms of this Policy.

Child's Name

Printed Name of Parent

Signature of Parent

Date

IMPORTANT NOTICE FROM THE EARLY LEARNING COALITION FOR PARENTS OF PRE-K STUDENTS

VPK ATTENDANCE RECORDS

Sign in/out sheets must include:

- 1) Time in (must be accurate to the minute, may not be rounded up or down).
- 2) Time out (must be accurate to the minute, may not be rounded up or down)
- 3) AM and PM
- 4) Full signature of person signing child in (in blue ink)
- 5) Full signature of person signing child out or person authorized by the parent to pick up child (in blue ink)
- 6) Please sign short forms at the end of every month to verify your child's attendance