



First Congregational Church Preschool & Kindergarten
225 S. Interlachen Ave / Winter Park, FL / 32789
407-628-5427

VPK Attendance Policy 2023 – 2024

Parents of children enrolled in VPK must comply with the attendance policy as described below.

- ❖ FCC Preschool operates a Voluntary Pre-Kindergarten (VPK) for 4 hours a day, Monday – Thursday from August – May, covering the 540 instructional hours required by Florida. All enrolled families will receive a calendar showing the scheduled days off during the school year (August 2023 – May 2024).
- ❖ Attendance during the scheduled instructional days is the utmost importance to remain in the VPK program. Not only is school funding linked to attendance, but also the child’s success upon entrance to kindergarten.
- ❖ You will be required to sign and comply with the following policy on attendance and tardiness to remain in the VPK program.

Tardiness: Arrival for the VPK program is 8:55-9:10 am. VPK arrivals should be signed in by the person dropping the child off outside at the carline. We will accept students beginning at 8:55 am. The instructional day begins at 9:10 am and all students are expected to be in place and ready to start the day by this time. Arrivals after 9:10 am are disruptive to class and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be “running late”, but more than twice a month will not be acceptable and will be cause for termination from the VPK program.

Late Pick Up: The VPK programs ends at 1:00 pm. A late fee of \$2.00 per minute will be assessed if your child is not picked up by 1:10 pm.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, you are allowed 15 absences during the school year (August – May). Any absences beyond this will require a written note from the parent/ guardian.

*** Please note:** absences of 5 consecutive instructional days will be considered a withdrawal from the VPK Program unless we have been given notification to the reason for the extended absence.

Verifying your child’s attendance/absences monthly: Each month you will need to review the attendance record for your child and confirm it is correct by signing and dating with a FULL signature and date. (Initials are not accepted)

Additional (non-VPK programs): Children enrolled in Early Start, After Care, and/ or VPK PLUS classes will be charged a monthly fee for these times.

To participate in the VPK Program at First Congregational Preschool, I agree to comply with the terms of this attendance policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

Child's Name

Printed Parent/ Guardian Name

Parent/ Guardian Signature

Date