

Voluntary Pre - Kindergarten Attendance Policy
2017 - 2018

Start Date - August 10, 2017

End Date - May 24, 2018

Hours - 8:30 am - 11:30 am

Days: Monday thru Friday

Voluntary Pre - Kindergarten Calendar: See attached

Tardiness:

Class starts promptly at 8:30 am. Any student that is more than 30 minutes late will be considered absent.

Attendance:

Attendance is extremely important to ensure that your child becomes a life long learner. Therefore, ALBOH reserves the right to dismiss your child AFTER THE 20th day of **ABSENCE, EXCUSED OR UNEXCUSED**

Please call the office when you know that your child will be absent. Please provide documentation supporting such absent regardless if it is a hand written note from the parent/guardian or documentation from a physician.

Late Pick - Up:

VPK students not enrolled in our wrap care must be picked up promptly at 11:30 am. A late fee will be assessed beginning at 11:35, at the rate of \$2.00 per minute.

Use of Daily Sign IN/OUT Sheet:

All Students must be signed in and out daily. Full signatures are required. No initials are allowed. Please include the am and pm when signing.

Verification of Attendance:

Verification of Attendance Form is a monthly attendance form that will be used to validate the students' attendance for that particular month. This form will be signed at the end of each month. It requires the particular month, in which you are signing for, the parent/guardian printed name, signature of such parent/guardian, and the current date.

By signing below, I acknowledge that I have read, understand, and will comply with A Little Bit of Heaven CECs' Voluntary Pre- K Kindergarten Attendance Policy.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name