



## Policy Supplement VPK with Extended Preschool Services

This form is a **supplement only**. Parents must also read, complete and comply with Center policies, parent policies and enrollment application. This form is a **supplement only**. Parents must carefully read, complete and comply with Center policies, parent policies and enrollment application. All Policies included in the "Center Policies" form (excluding) apply to children enrolled in the VPK ½ Day Program including, medication policies, forms policies, and administrative policies.

### VPK HOURS AND SCHEDULE

VPK will include 540 instructional hours offered between August 18, 2014 and June 4, 2015. VPK will follow the Lake County School Schedule. VPK classes will be held from 8:45 a.m. to 11:45 a.m. Extended day services will be available from 6:30 a.m. to 6:30 p.m. If you do NOT require full day services, please request a copy of the Policy Supplement for **VPK ½ day Program**.

### EXTENDED DAY FEE INFORMATION

The VPK Extended Preschool fee is charged on a weekly basis during the Lake County School Year for services provided outside the 540 annual instructional hours paid for by the State (3 hours per day). The VPK extended day fee is \$105 per week. **ADDITIONAL FEES WILL BE CHARGED FOR PUPIL HOLIDAYS. PLEASE SEE THE VPK FEE CALENDAR FOR ADDITIONAL FEE INFORMATION**

### ATTENDANCE POLICY

Consistent attendance is important to your child's successful completion of Voluntary Preschool. In Accordance with Florida State guidelines, the Center will be reimbursed for VPK services based on attendance. Therefore it is important to understand the following Policies.

**SIGN IN AND OUT:** Guidelines require that parents **MUST** sign children in & out on a daily basis for attendance tracking and reimbursement. It is critical that you sign your child in and out using the computerized system to avoid the appearance of excessive absences.

**EXCESSIVE ABSENCES:** State Reimbursement Guidelines allow for no more than 36 absences, whether excused or unexcused. **IF YOU CHILD EXCEEDS 36 ABSENCES, your account will be charged a daily "absence fee" of \$15 per day on days when your child does not attend** to offset lost State Reimbursement from excessive absences.

### Intent to Withdraw AND Center Disenrollment Policies

The Center must be provided with a 2 week written notice of intent to Withdraw. If a 2-week notice is not offered, parents will be required to reimburse the Center for \$105 per each week notice is not received. **The Center reserves the right to dis-enroll any child for any reason at any time, to include non-payment for late pick up fees, behavioral issues that may affect the safety of other children, & noncompliance with administrative policies.**

PARENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_