Policy Supplement VPK ½ day Program

This form is a <u>supplement</u> only. Parents must also 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. Please read Center policies carefully.

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. From 11:45 a.m. to 12:00 p.m. half day students may stay for a complimentary meal where nutrition is emphasized.

MEALS

From 11:45 a.m. to 12:00 p.m. half day students may stay for a complimentary <u>CENTER PROVIDED meal</u> where nutrition is emphasized. Children not wishing to receive the complimentary meal should be picked up at 11:45 a.m. Since lunch is complimentary after VPK hours, LUNCH BOXES are prohibited.

DROP OFF AND PICK UP REQUIREMENTS

Children may be dropped off **no earlier than 8:40 a.m., 5 minutes before start time**. VPK Class ends at 11:45 with complimentary lunch offered from 11:45 to 12:00 p.m**. Children enjoying complimentary lunch must be picked up no later than 12:05.** Late Pick Up fees will be charged if your child is not picked up by this time. If you require full day services, please request a copy of the Policy Supplement for **<u>VPK with Extended Services</u>**.

Late Pick Up Fees

If your child is not picked up by 12:05 p.m. or you will be charged a late pick-up fee of $25 for the first ten minutes, and $10 for every 10 minutes thereafter. _____Parent Initials. AS SOON AS YOU REALIZE THAT YOU WILL BE LATE, PLEASE CONTACT OUR OFFICE IMMEDIATELY. If we do not hear from you within 30 minutes of pick up time and all attempts to contact you have failed, we will call the the Florida Dept. of Family & Children Services.

Attendance Policy

Consistent attendance if important to your childs successful completion of Voluntary Preschool. In Accordance with Florida State guidelines, Collina Kids Academy 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.

<u>Excessive Absences:</u> State Reimbursement Guidelines allow for no more than 36 absences, whether excused on unexcused. Collina Kids Academy may dis-enroll your child from the program if you exceed the allowed 36 absences. At the centers discretion, you may have the option of continuing enrollment after you have exceeded 36 absences but will be charged an "absence" fee of $15 per day to offset lost State Reimbursement.

<u>Absences exceeding 5 consecutive days:</u> State Guidelines allow a Center to withdraw children that are out more than 5 consecutive days <u>without providing written notification</u> to the Center. In order to hold your child's space, Parents must keep the Center informed if your child will be out 5 consecutive days.

Drop In Services

Drop In Services are on a SPACE AVAILABLE BASIS ONLY and NOT be confirmed until the day services are requested.

A.M. Only $15 per day P.M. Only $25 day A.M. and P.M. $35 per day

Intent to Withdraw

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, & non compliance with administrative policies.**

PARENT SIGNATURE _____ DATE: _____