

Aletheia Christian Academy
VPK Attendance Policy
Parent Form

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

VPK Attendance Requirements:

1. Your child must arrive in the VPK classroom no later than 8:15am. The VPK door opens at 7:45am. VPK students must be signed in and out of the VPK classroom on a daily basis, so you must park and come into the building for drop-off and pick-up each day. Full signature is required. Initials are not allowed.
2. Your child must participate in VPK activities until 12:00 p.m.
3. Your child will be tardy after 8:15am. Three (3) unexcused tardies will count as one (1) absence.
4. You must call ACA (850)969-0088 if your child is going to be tardy or absent.
5. Your child will be allowed three (3) unexcused absences per month. Any absences beyond require written documentation. Excused absences include the following:
 - Illness or injury of the child or a family member, which requires hospitalization or bed
 - Physician or dentist appointment
 - Infectious disease or parasitic infestation
 - Funeral/memorial service or bereavement upon the death of a family member
 - Life threatening illness or injury to the child or family member
 - Compliance with a court order (e.g. visitation, subpoena)
 - Special education or services related to a child's disability
 - Observance of a religious holiday or service
 - Family vacation, not to exceed five (5) consecutive absences per program year.
6. More than five (5) excused absences will require documentation from a person, other than parents/relatives, who has knowledge of the reason for the child's absence (e.g. physician).
7. Parents must complete and sign the attendance verification for EACH month. These forms will be signed on the first day of the following month. (e.g. verification for August's attendance will be signed on Sept. 1).
8. Children who do not meet attendance requirements will lose VPK funding and be withdrawn and will not be allowed to re-enroll at ACA's Funded Program. The child may choose to remain in the classroom, but parents will be required to pay the monthly tuition rate.

I understand and accept the terms of the VPK attendance policy.

Child's name: _____

Parent's Signature: _____ Date: _____