

Voluntary Prekindergarten Attendance Policy 2018-2019

City of Miramar Miramarvels Early Childhood Academy at...

- ☺ Fairway Park, Susana Stuve, Site Supervisor – 3700 Largo Drive, Miramar, 33023 / 954-883-5230
- ☺ Silver Shores, Gily Gutierrez, Site Supervisor - 15700 Pembroke Road, Miramar 33027 / 954-883-5230
- ☺ Sunset Lakes, Allison Toussaint-Gregg, Site Supervisor - 2801 SW 186th Avenue, Miramar 33029 / 954-883-5230
- ☺ Silver Lakes Elementary, Sue Hoover, Early Childhood Leader II - 2300 SW 173rd Avenue, Miramar 33029 / 754-323-7400

Parents/Guardians of children enrolled in a VPK class must comply with the VPK Attendance Policy.

Your child is enrolled in the Voluntary Prekindergarten program. Since this is a state-funded program, there are rules and regulations set by the State of Florida that both, the provider and the parents/guardians must follow. PLEASE READ THE INFORMATION BELOW CAREFULLY. You will be asked to sign a confirmation that you received this.

This agreement contains the following information:

1. SIGN IN / ATTENDANCE VERIFICATION
2. ATTENDANCE & ABSENCE POLICY
3. TRANSFER/ DISMISSAL
4. LATE PICK UP

1. SIGN IN/ATTENDANCE VERIFICATION

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. The time, printed name, and full signature, NO INITIALS ALLOWED, must be written on the attendance sheet.

Monthly: At the end of the each month, you will be required to sign a “Student Attendance and Parental Choice Certificate” that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

2. ATTENDANCE / ABSENCE:

Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten.

Please note: It is a State requirement that parents/guardians comply with the center’s attendance policy as well as any of its other policies and procedures. The state VPK program allows a center/school to dismiss a child who does not follow these rules.

VPK ATTENDANCE REQUIREMENTS:

- a. VPK Program hours are 9:00 a.m. to 12:30 p.m.
- b. Children must be signed in to their class room by 9:15 a.m. children will not be admitted to the program after 9:15 a.m. without prior authorization by the site supervisor.

- c. The Miramarvels Early Childhood Academy VPK program will operate for 540 hours during the school year. Parents are given this schedule at the time of registration.
- d. Children who attend our VPK program, but are not enrolled in any other program option may be dropped off at the beginning of their class time and must be picked up at 12:30 p.m. Failure to comply with this policy with three documented violations will cause you to be billed for extended care. All fees and registration will apply.

3. RE-ENROLLMENT (TRANSFER) / TERMINATION

- a. Should you decide at any time after the start of the VPK program that you wish to re-enroll your child with another provider, it is the parent's responsibility to notify the Miramarvels Early Childhood Academy and Early Learning Coalition of Broward County. Parents may contact the Early Learning Coalition at 954-724-4609 for all questions concerning re-enrollment.
- b. At the Miramarvels Early Childhood Academy we strive to meet the needs of all of the children and families in our program. Please feel free to consult us at any time. Through our vast experience in the field of education and our community contacts, we are able to match children with the appropriate education as well as any necessary outside resources. However, there are occasions when despite our best efforts, we are unable to accommodate a child or family. Whether the situation is that the placement is not appropriate for that child or there is non-compliance with the policies and procedures outlined in this agreement or the Miramarvels Early Childhood Academy Parent Handbook, we reserve the right to terminate services.

4. DROP-OFF & LATE PICK UP

- a. Children enrolled in VPK program may arrive no sooner than 5 minutes before the start of class.
- b. A child who is enrolled in the VPK program but is not enrolled for any other wraparound services must be picked up by the end of their scheduled program. VPK children will be brought to the office for pick up at the end of their program day. Parents are responsible to pick up their child in a timely manner.
- c. Please review the Miramarvels Early Childhood Academy Parent Handbook for late pick up fees and procedures. Failure to comply with this policy with three documented late pick up violations will cause you to be billed for extended care. All fees and registration will apply.

Thank you for taking the time to review these policies. The Florida Office of Early Learning may modify their policies. You will be notified of any changes in writing. As part of our registration packet, you received our Parent Handbook that will give you additional information on the Miramarvels Early Childhood Academy operational policies. Please refer to this handbook for additional information of any practice that is not directly affected by the VPK program. We look forward to a successful school year. Thank you for choosing the Miramarvels Early Childhood Academy as your VPK provider.