**SCHOOL YEAR VPK/ENRICHMENT**

**REGISTRATION FORMS**

**2023-24**

(2023-24) ATTENDANCE **AND DISCIPLINE POLICIES**

This form must be reviewed and signed by the student’s Parent or Legal Guardian

**ATTENDANCE POLICY**: The VPK Student Attendance Policy is located in the Parent Handbook. You must review and agree to abide by this Policy prior to your child’s acceptance into our School-Year VPK Program. Attendance is **very important** for both the success of your child and our program. VPK classes are governed by a uniform attendance policy that mandates how the School District must handle absence and how your child’s attendance will be funded. Highlights from the Attendance Policy include:

* **Daily Attendance**: It is expected that you will have your child in the classroom every day unless there is a reason for the absence. Repeated absences may result in your child being removed from the program.
* **Daily Sign**-in and Sign-out for VPK/District funded 3 hours only and car riders: You must sign your child IN and OUT, each day. You must sign with your **full signature** for both sign-in and sign-out. If you fail to do this, you will be in violation of the State Uniform Attendance Policy. For students attending the full day VPK/Enrichment program riding the bus, the sign-in and sign-out will be handled by school staff.
* **Monthly Confirmation** of Attendance: At the end of each month, you must verify your child’s attendance by signing, the Student’s Attendance and Parental Choice Certificate provided by your child’s teacher. Again, you must sign with your **full signature**.
* **You must provide transportation for your child if you are attending only the VPK/District funded morning program and must pick-up by 12:30 PM. If you choose to pick up your child for the VPK/Enrichment Program, you must pick the child up by 3:00PM. If you pick up your child late regularly they may be withdrawn from the Program.**
* If your child is absent more than 3 days in a month, starting with the 4th day of absence, you must provide a doctor’s note or other appropriate form of third party documentation, **and** you must sign an **Extended Absence** form.
* If your child is out more than 3 days, consecutive teachers and staff will make every effort to contact parents (phone calls, written notification). If no reply is reached, your child will be dismissed from VPK after the 5th day.
* Tardiness policy – school begins at 9:00 AM; prearranged tarries should be made with your child’s teacher.

**DISCIPLINE POLICY:**  We recognize that positive discipline teaches and encourage the healthy development of a child’s self-esteem. The staff will encourage children to behavior appropriately by providing well planned, age-appropriate activities and rules that are clear and consistent. If a child is having difficulty in this area, the parent or guardian and teacher will work together on meeting the needs of the child and classroom.

**PARENT/GUARDIAN SIGNATURE**

I have read and agree with the Attendance and Discipline policies above.

|  |  |
| --- | --- |
| Child’s Name: | Parent/Guardian Signature: |
| Teacher Name: | Date: |

**SCHOOL YEAR VPK/ENRICHMENT PROGRAM**

**PARENT FEE AGREEMENT**

Thank you for choosing to enroll you child in the VPK/Enrichment program for the 2022-23 school year. Please review and sign this Parent Fee Agreement indicating your obligation to pay any applicable fees. The daily 3-hour VPK/District funded program is provided without any charge to parents. Children are not required to attend more than the 3 hours of VPK per day as a condition of enrollment. Parents are not required to pay for any extra services as a condition of this enrollment.

|  |
| --- |
| **Please initial the box(es) that indicate the type of service you have selected for your child and the fees, if applicable, which you agree to pay.** |
| **YES** | **NO** |  |
|  |  | My child will use the VPK Certificate of Eligibility to fund 3 hours per day of Prekindergarten services (9:00-12:30) |
|  |  | My child will attend the full-day VPK/Enrichment 6-hour program. This includes the 3 free hours of VPK, plus 3 additional hours of enrichment for which I agree to pay the MONTHLY fee on or by 15th day of the month. Please note Augusts Co-fee is required before starting school/ or the first month student begins. I understand my child may be terminated from afterschool portion if I fail to make my monthly payment.  |
|  |  | I understand that I am responsible for all fees until I officially notify my child’s teacher, in writing or in person, that I have withdrawn my child from the class. |
|  |  | I understand that BALANCES are due by the end each month with the exception of MAY which needs to be paid by the 15th IN ORDER FOR YOUR CHILD TO ATTEND GRADUATION. |

**PARENT SIGNATURE**

|  |  |
| --- | --- |
| Child’s Name: | Parent/Guardian Signature: |
| Teacher Name: | Date: |



**SCHOOL YEAR VPK/ENRICHMENT PROGRAM**

**VPK/Parent Fee Program Enrollment Checklist**

***The VPK Program has a limited number of slots and will be filled on a first come, first serve basis. In order for your child to be placed in a class or on the wait list, you must provide the following:***

* **VPK Certificate of Eligibility –** Parents must contact the Early Learning Coalition (617-4586) to obtain this certificate.
* **Completed the Parent Fee Agreement form**
* **Completed the Attendance and Discipline Policies form**
* **Completed the Wakulla PreK registration packet**
* **Two proofs of Residency** (one must be electricity, water or phone bill; bills must show the physical address).
* **Child’s Birth Certificate**
* **State of Florida Health Examination Form (yellow form) *dated within one year of entry date***
* **State of Florida Certification of Immunization Form (blue form)**

I understand that it is mandatory that I keep the school informed of current telephone numbers and addresses, including emergency contact numbers. If my address or home/work phone number changes, I will notify the school as soon as possible.

**Office staff**

|  |  |
| --- | --- |
| Child’s Name: | Parent/Guardian Signature: |
| Teacher Name: | Date Stamp: |

****