



KLA School of Pembroke Pines
18055 NW 8th St. Pembroke Pines, FL 33029
954.443.61.68
School Year 2024-25

Voluntary Prekindergarten Attendance Policy

Parents/Guardians of the child enrolled in VPK class must comply with the VPK Attendance Policy

To the parent/guardian of: _____
(Name of Child)

Your child is enrolled in the VPK program at KLA School of Pembroke Pines. Because this is a state-funded program, there are rules and regulations set by the State that both the provider and the parents/guardians must follow. Please read the information below since you will be asked to acknowledge the receipt of this form.

1. Sign-In Attendance Verification

Daily: Your child must be signed in upon arrival and signed out at dismissal everyday by the teacher in the classroom. This is a requirement of the VPK program.

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

MANDATORY: Parents must verify attendance monthly on the long or short forms provided by the 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 benefits and ensure your child is prepared for kindergarten.

Note: It is important that parents/guardians comply with the center's attendance policy as well as any other policies and procedures. The state VPK program allows a center to dismiss a child who does not follow these rules.

Attendance Requirements:

- Your child must arrive to the VPK classroom no later than 8:55 am.
- The VPK program at KLA School of Pembroke Pines runs for 540 hours during the school year and follows the KLA School of Pembroke Pines Calendar.



3. Reenrollment (transfer)/ Termination

- It is your responsibility to notify KLA School of Pembroke Pines and **ELC of Broward** if you decide to enroll your child with another VPK provider during the school year **2024-25**. **ELC of Broward** will determine if your child is eligible for the change or not. If your child has already reenrolled in KLA School of Pembroke Pines from another school or has used 70% of the instructional hours in the program, your child will not be eligible to reenroll at another school.
- At KLA School of Pembroke Pines we reserve the right to terminate our relationship with the families when despite our best efforts we are not able to fulfill the children's specific needs. We also reserve the rights of termination when there is a situation of non-compliance with the rules and regulations stated in the KLA School of Pembroke Pines Parent Handbook and in the VPK attendance policy.

4. Late Pick-Up

The late pick-up fees stated in the Parents Handbook apply to the children enrolled in the VPK program.

Thank you for taking the time of reviewing these policies. You will be notified of any changes in the policies by writing.

I have received a copy of the Voluntary Prekindergarten Attendance Policy:

Parent's/Guardian's Name: _____

Signature: _____ Date: _____

Name of Child: _____