

Four Year Old VPK - Frequent Questions for LUMP

If your child turns 4 by September 1, 2016, your child is eligible for free VPK next year. VPK is completely free Monday through Thursday, from 9am to 1pm, August 15 through May 4.

Do I need to pay a registration fee if its free?

Yes- you do need to pay a registration fee if you need any Wrap Around Care or the Friday class.

No - you do not need to pay a registration fee if your child will only attend Monday through Thursday from 9am to 1pm. However, several parents have felt the early registration fee (\$75) was worth paying, so that they have the option to add extra care for the regular price, if they need it.

What happens if I do not pay the registration fee now, but my child needs to stay late one day? Or come on a Friday?

We would love to have them, but unfortunately you will be charged double the normal rate. Morning care would be \$20, Fridays would be \$50, afternoons till 4 would be \$30.

Is anything different about VPK than the regular preschool program?

The main difference with VPK is the attendance and arrival policy. I have attached a copy for you to review and sign. The policy requires daily attendance and arrival between 8:30 & 8:45 am each day.

What do I need to do now?

Turn in your registration paperwork (and possibly registration fee) as soon as possible to hold your spot.

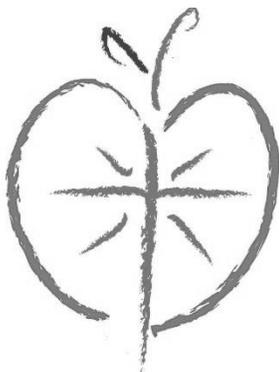
Then, no later than **March 11 (right before Spring Break)**, you will need to turn in your VPK voucher to guarantee your spot. Beginning March 29, I will open up the class to any families on the waiting list (if we have one).

Where do I get a VPK voucher?

You can sign up online or go to the Early Learning Coalition office. You can start the process online right away. You will need some documentation to receive the voucher: 1 proof of your child's age and 1 proof of Florida Residency. *Please also have your child's Social Security number.*

For Proof of the Child's Age:

birth certificate
military ID
passport



For Proof Of Florida Residency:

The Proof Of Residency Must Match The Address Where The Child Resides, Which Should Be Reflected On The Application
current Florida driver's license
current Florida state ID
mortgage statement (*showing address & signature*)
lease agreement (*showing address & signature*)
recent utility bill (*electricity, water or cable*)
property tax assessment
vehicle registration
pay check stub
tax return
unemployment letter



Lakewood United Methodist Preschool will be operating a Voluntary Pre-Kindergarten (VPK) for 4 hours a day, 4 days a week for 135 days. All enrolled families will receive notice showing the scheduled days off during the operational period of Monday, August 15, 2016 through Thursday, May 4, 2017.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Lakewood United Methodist Preschool funding linked to attendance, but also the child’s success upon entrance into Kindergarten.

Tardiness

Arrival for the Four Year Old VPK program is between 8:30 and 8:45 a.m. VPK arrivals will be signed in by their parents at the main entrance counter each morning. The earliest a child may be dropped off in the classroom is 8:30 a.m. unless they are paying the early drop-off rate. The instructional day starts promptly at 8:45 a.m. and all children are expected to be in place and ready to start the day with bags unpacked and coats put away by that time. We understand that it is occasionally unavoidable to be “running late”, but arriving after 8:45 a.m. more than three times a month will not be acceptable and may be cause for termination from the VPK program.

Late Pick Up

The VPK program ends at 1:00 p.m. daily. At 1:05, a late fee of \$15 will be assessed if your child has not been picked up from school.

Absences

Daily attendance in the VPK program is necessary for optimal learning; therefore, we ask that (unless your child is sick or contagious) you please minimize their absences. We ask that children not miss any more than two days a month unless an emergency arises. A written notice will be sent home after 3 absences in a one month period or if your child is routinely missing two or more days every month. **Please note:** Absences of 5 consecutive instructional days will be considered a **withdrawal** from the VPK program at Lakewood United Methodist Preschool unless we are notified of a severe illness. Withdrawals from the VPK program will not be eligible for re-enrollment. Lakewood United Methodist Preschool will allow one **documented** 5-day absence during the 135 day instructional period. Documentation must be submitted in advance, explaining the reason for the 5-day absence, and be dated and signed by the child’s legal custodial adult.

Verifying your child’s attendance and absences:

Your child’s VPK teacher will ask you to verify your child’s attendance record at the end of each month. You will be given a form to review and you will need to confirm your child’s recorded attendance for the month. Your signature on this form will: Verify your child’s attendance, permit the Early Learning Coalition of Duval to direct payment for the month’s VPK program for your child to Lakewood United Methodist Preschool, and confirm that you wish to keep your child enrolled in the Lakewood United Methodist Preschool VPK program for the upcoming month.

To participate in the VPK Program at Lakewood United Methodist Preschool, I agree to comply with the terms of this Absence and Tardy Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

Child’s Name

Date

Signature of legal custodial adult

Printed name of legal custodial adult