



LUTZ LEARNING CENTER

Voluntary Pre-K Attendance Policy 2018-19

- ❖ Program begins August 10, 2018 and ends May 24, 2019
- ❖ State Funded Program hours are 8:30 AM- 11:30 AM
- ❖ Children enrolled in our Accelerated Pre-K Program only (8:30 AM – 11:30 AM) should arrive no earlier than 8:25 AM and leave no later than 11:35AM. Early arrival & late pick- up fees will be charged for time outside the program. To prevention of disruption of the class as a whole, children arriving more than 15 minutes late without an excused tardy may be turned away for the day.
- ❖ Regular attendance is required. When an absence is necessary the center must be notified the day of the absence, prior to program start time, and a note must accompany the child upon returning to school. Missing more than 20% of the total enrollment time will necessitate withdrawing your child from our program. You have the option to pay privately for the duration of the program if you choose to keep your child enrolled. We take seriously our responsibility to educate your child but cannot be effective if your child is not in attendance regularly.
- ❖ Children enrolled in the VPK program are governed by the center's policies as stated in the center's parent manual.
- ❖ Parents must sign a Certificate of Attendance Form at the end of each month certifying to the State your child attended our program that month.

I have reviewed LLC's 2018-19 Calendar and understand the above policies. I agree to adhere to said policies and assume responsibility for my child's conduct.

Child's name

Parent signature