

# Pinellas County Schools

## VPK Parent Guide



2014-2015

# PINELLAS COUNTY SCHOOLS VPK PARENT GUIDE

Welcome to VPK. This is an important year for your child and we are excited you will be joining us in our VPK program. The information contained in this guide is important and will answer many of the questions you have regarding VPK. We are looking forward to a year full of learning and fun.



## VPK Attendance

Daily attendance is important for your child's learning and for developing consistent routines at home and school. Research shows that children who attend school on a regular basis do better in school. If your child is going to be absent, please keep the following in mind.

- A written excuse must be provided for all absences. Teachers have a form that you can complete to serve as the excuse documentation.
- Your child may not be absent more than 20% of the program year. Exceeding the permitted absences may result in withdrawal from the VPK program.
- It is extremely important that your child arrive at school on time so there is consistency for them with daily routines and activities. It is equally important that they be picked up on time.
- If your child is picked up late, a \$5.00 fee for each 15 minute increment or any part of 15 minutes may be charged. This fee must be paid for your child to continue in the program
- Children that are picked up late four times within the month may be removed from the non-VPK portion of the day.

## Tuition Guidelines for the Non-VPK Portion of the Day

If your child attends the afternoon, non-VPK portion of the day, you will be paying weekly tuition. Please keep in mind the tuition guidelines below.

- Tuition is \$65.00 per week for children attending the non-VPK portion of a school day. You will be issued a receipt for the payment. Please hold on to the receipts for the school year in case any questions regarding tuition arise.

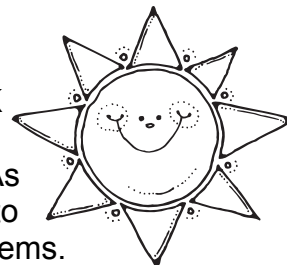


- When a child first enrolls, a registration fee of \$91 must be paid. This fee is equal to the last two weeks tuition and will be applied toward your child's tuition at the end of the program. If your child leaves before the end of the program, the registration fee will be applied to any remaining balance owed and the remainder, if any, will be forfeited.
- Tuition is \$65.00 even if the week does not have five days due to a holiday or other reasons. (The rate was determined equalizing the days attended throughout the year.) The only exception to this is the last week of school. The tuition for that week is prorated based on the attendance schedule for students.
- Full tuition is due for each week school is in session even if the child did not attend or only attended a partial week.
- Children enrolling during the year will pay the \$65.00 tuition for the week regardless of the day of the week they entered.
- There is no tuition due for Thanksgiving week, the two weeks of winter holidays and spring break week.
- A tuition database will be used to record tuition payments for all children enrolled in the non-VPK portion of a school day.
- Tuition is due on Friday **BEFORE** the school week. For the first week of school, tuition may be paid on the first day instead of the Friday before. The same is true following winter break. Tuition may be paid on the day in January that students return after the break, but will be due the Friday before each week after that.
- If a check is returned for non-sufficient funds (NSF), the school may request that future payment be made in the form of cash, money order, or cashier's check.
- Partial payment for the week is not accepted. The parent will be asked to bring payment in when they have the amount for the entire week.
- If the tuition payment is not received on Friday, you will receive a warning letter. Should tuition fall two weeks behind, your child will be dismissed from the afternoon, non-VPK portion of the day.
- Tuition payments may be late no more than three times during the school year. If late payments become an on-going issue, your child may be dismissed from the afternoon, non-VPK portion of the day.
- If your child is dismissed from the afternoon, non-VPK portion of the day due to non-payment of tuition, you may re-enter your child in the non-VPK portion of the day when tuition is caught up. You may only do this one time during the year.



## VPK Discipline Policy

Children at this age are growing socially and emotionally. In the VPK classroom, children are learning to express their emotions, establish relationships with adults and peers at school, and solve problems. As part of this growing and learning process, children sometimes need to be redirected or teachers need to step in to help children solve problems.



- Pinellas County School District policies and procedures will be followed for student discipline. Please see the Student Code of Conduct booklet provided at the beginning of the school year for more information.
- School personnel may call the Pre-K ESE office for a staff member to visit the classroom and provide behavioral support and assist with the development of behavioral interventions.
- During the time the process is being put into place, if the child continues to have behavioral challenges which require an excessive amount of support, the parent may be asked to provide assistance and support their child in the school setting. If the parent is not able to provide assistance, they may be asked to pick their child up from school.
- If the child becomes a danger to himself or others, immediate removal will be considered.
- Parents will be invited to attend a conference at the school with the teacher and staff. If there are concerns about the child's learning (e.g., communication, social/emotional, behavior, motor, adaptive, pre-academic, cognitive skills) a referral for screening by an evaluation team may be discussed and considered.

## Class Enrollment Guidelines

- Schools may not keep a wait list for the VPK class until all slots have been filled following the priority registration process.
- If the class is full and there is a wait list, children can only be placed in the class based on their rank order on the wait list. Children will be enrolled as an opening occurs based on their order on the wait list.

If you have any questions, please do not hesitate to contact your child's school or the Early Childhood Office (588-6513).

