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## VPK Student/Parent Handbook Addendum

Dear Parents,

First, I'd like to thank you for taking the time to read the Student/Parent Handbook. Understanding school rules and policies helps to make your child's educational experience that much more effective. As you may be aware, VPK is a separate, state-funded program, so there are some differences in policies and procedures. Hopefully this letter will clarify some things for you.

**ATTENDANCE** - VPK attendance is required in order for your child to continue in our program.

Each month, you must sign an "Attendance Report" for your student. Your signature serves as verification that our attendance records are correct. Please sign in the blank space at the bottom of the form. Attendance is taken in "Zero Hour" and the codes that you may see on this report are:

- EDED - Entry Date - this is your child's first day in class
- AUAU - Absence Unexcused - this code is used if you did not follow the absence reporting guidelines established on page 15 of the Student/Parent Handbook.
- AEAE - Absence Excused - this code is used for all absences that are reported as outlined on page 15 of the Student/Parent Handbook
- TETE - Tardy Excused - this code is used if your child is late for school and has been signed in at the front office.
- RERE - Released Early - this code is used if your child is picked up from school before the official ending of the school day.

After reviewing the report for accuracy, you must sign the bottom and return it to your child's teacher. If you have any questions regarding attendance, please email our Information Specialist at [michaela.carson@capecharterschools.org](mailto:michaela.carson@capecharterschools.org) or call ext 307.

**\*\*If your child misses more than 20% of the class days in one month, you will be required to submit documentation from your child's doctor explaining the absences.**

**PARENT INVOLVEMENT** - Families that only have VPK students are **NOT** required to meet the 30 hour Parent Involvement Requirement. However, I still encourage you to be involved because statistics show that children whose parents are involved are more successful in their academic life. If you are going to be volunteering on campus you will need to have your background clearance complete.

I hope that this clarifies things for you and, if you have any questions, please contact me.

Dr. Lee Bush  
Principal