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2011-2012

VPK Student/Parent Handbook Addendum

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. This addendum was created to clarify specific policies regarding our VPK program.

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

Students are required to attend 80% of the program in order for the state to provide funding. For our program (3 hours/day) this breaks down to approximately 3 days/month (no more than 36 days absent). This policy is a state guideline and there are no exceptions for going over the allowable days absent.

Attendance for your student must be verified monthly. You will receive report (VPK 03L) every month. After reviewing the report for accuracy and completing the bottom section (items 8-10) of the VPK 03L form, you must promptly return this report to your child's teacher. If you have any questions regarding attendance, please contact your child's teacher before signing.

PARENT INVOLVEMENT/VOLUNTEERING - Families that only have VPK students enrolled in our system are not required to meet the 30 hour Parent Involvement Requirement. However, involvement is encouraged because statistics show that children whose parents are involved are more successful in their academic life. **Anyone volunteering on campus for VPK must have a complete background clearance (forms available in the front office) and complete a DCF Volunteer Affidavit (forms available from your classroom teacher).**

DISCIPLINE - VPK follows the same rules as the Elementary School. The list below defines the consequences for breaking classroom/school rules (see pages 11-12 in the full handbook):

First infraction:	verbal warning given to student
Second infraction:	verbal warning given plus time out
Third infraction:	phone call home to parent with additional time out
Fourth infraction:	principal conference and mandatory
Additional infractions:	(according to the principal's discretion) Out of school suspension or Expulsion

Teachers use various in-class behavior management programs, and they will be explained to you during your child's open house.

SNACKS - Snacks and a drink should be provided daily by the parent. Please choose healthy items for your child.

KINDERGARTEN ENROLLMENT - We are a municipal charter school system and **you must reside in Cape Coral in order for your child to attend our Kindergarten program.** VPK students are not **guaranteed Kindergarten seats,** but do receive preference. Seats are awarded on a first come, first served basis and information will be sent home with your child as the enrollment date approaches. Preference is assigned first to siblings of current students and second to our VPK students.