

School Policies for VPK

1. Immunization and Physical (Blue and Yellow forms) must be turned in no later than the first day school.
2. If you are in the Morning VPK class drop off is no earlier than 8:20AM. Class will begin promptly at 8:30AM. It is important to be on time everyday since our time with the children is so limited and we have so much to teach them. Pick up will be at 11:30AM. Please, do not be late or drop off earlier than 8:20AM. There will be a \$20 fee for early drop off or late pick up.
3. If you are in the Afternoon VPK class drop off is no earlier than 12:20PM. Class will begin promptly at 12:30PM. Pick up will be at 3:30PM. Early drop off and late pick up fees apply as well.
4. You will be required to sign in and out every single day. We will show you where on your first day of school. It is your responsibility to do this. VPK will not pay for days you forget to sign and the balance will be the responsibility of the parent.
5. Do not send toys to school. We do not take any responsibility for lost or broken toys. Electronics (ipods, iphones, gamebox, etc) are absolutely not allowed in school.
6. We are listed with the Health Department as a School who does not administer medications. Please, do not send any type of medications with your child. GermX is also not allowed in school (alcohol content too high).
7. If your child will be absent more than three consecutive days, you will need to bring a note from a doctor. If you will be on vacation for more than three days, please come to the office prior to your vacation. VPK is very strict with attendance and after three days we are forced to drop your child from our program if we do not have proper documentation.
8. Your child will have a snack time at school but will not be having lunch so you do not need to send a lunch box with lunch. If you wish to send a snack for your child you are welcome to do so.
9. We will hold Parent/Teacher conferences 3 times a year. At anytime you are welcome to call the office to schedule additional conferences. Teachers are however, strictly forbidden from having conferences or discussions with parents while supervising children. Your child's safety is our 1st priority and if the teacher is distracted talking to parents, she will not be able to look after your child. If you wanted to just pop in and ask a quick question, your child's teacher has planning time before school begins and after her class ends, this will be the best time to see her.
10. First day of school can be somewhat traumatic for parents. Be strong, be assertive, be positive. Your little one will have a great time, but they need to see that you are happy for them otherwise they will cry and be uncertain.