

# Florida VPK

2021-2022 School Year

Let's read, sing, talk, play, learn and grow in VPK!



**Brevard Public Schools offers free, full day VPK programs with certified teachers & instructional assistants, free breakfast & lunch.**

Children must be 4 years old on or before September 1, 2021 and live in Brevard County.

Children born between February 2 and September 1 of the calendar year may postpone VPK enrollment until the following school year when the child will be 5 years old.

Apply now for the VPK Certificate

**Step  
1**

**Apply now for the VPK Certificate of Eligibility** by visiting the Early Learning Coalition of Brevard <https://www.elcbrevard.org/> and completing the application on the Florida's Early Childhood Family Portal



School applications will be accepted April 12 - 22, 2021

**Step  
2**

**Applications will be accepted from April 12 – April 22 at selected schools.**  
**Check the school's homepage for specific VPK registration information.**  
See the reverse side for lists of schools.  
Some locations may require a selection process and/or lottery.



**Welcome to Brevard Public Schools VPK and Head Start Programs**  
Documents needed to apply for VPK are VPK certificate, original birth certificate, current immunization records, current physical examination and two (2) forms of residency verification.

### **Step FOURward VPK**

*Step FOURward VPK is a state & federal Title I funded program for students who live in the attendance area of the school.*

Cape View Elementary  
Columbia Elementary  
Dr. W. J. Creel Elementary  
Croton Elementary  
Fairglen Elementary  
Golfview Elementary  
Harbor City Elementary  
MILA Elementary  
Pinewood Elementary  
Riviera Elementary  
Sabal Elementary  
Turner Elementary



### **High School VPK**

*Selected high schools offer VPK to students in all attendance areas on a modified schedule.*

Eau Gallie High School  
Merritt Island High School  
Palm Bay High School  
Satellite High School  
Viera High School

*High School VPK has an adjusted student schedule; Tuesdays – Fridays and 5 – 6 hours a day.*

### **Blended VPK**

*Blended VPK is open to all attendance areas for basic education and exceptional education students working together.*

Atlantis Elementary  
Audubon Elementary  
Columbia Elementary  
Dr. W. J. Creel Elementary  
Lockmar Elementary  
Longleaf Elementary  
Christa McAuliffe Elementary  
Oak Park Elementary  
Palm Bay Elementary  
Pinewood Elementary  
Riviera Elementary  
Saturn Elementary  
Sea Park Elementary  
Sunrise Elementary  
Turner Elementary  
Ralph Williams Elementary

### **Head Start VPK & Head Start 3**

*Head Start is a federally funded program for 3 and 4-year-old children and their families. Eligibility is based on family income guidelines.*

**Please contact the Head Start Offices  
at 321-617-7786 ext. 31380  
for information and/or to apply.**

Cambridge Elementary  
Coquina Elementary  
Discovery Elementary  
Endeavour Elementary  
Enterprise Elementary  
Jupiter Elementary  
Mims Elementary  
Palm Bay Elementary  
Port Malabar Elementary  
Saturn Elementary  
Sherwood Elementary  
University Park Elementary

**Submitting an application does not guarantee VPK placement.  
There are attendance boundaries and limited space available.  
Some schools may require a selection process and/or lottery.  
Before and After School Care services are not available to VPK students.**

# **VPK REGISTRATION GUIDELINES**

## **BLENDED VPK AND HIGH SCHOOL VPK**

2021-22 School Year Program

### **April 12 - 22, 2021      VPK Registration**

- Please do not write on the VPK Certificate of Eligibility until the registration process is complete.
- Due to the possibility of a lottery, do NOT assign numbers to the registrations, as this gives the impression they are in rank order; early submissions have no advantage over other registrations.

Parents enrolling a student in the Blended VPK or High School VPK programs will complete the district registration documents, VPK Application, VPK Attendance Policy Acknowledgement, receive a copy of the Parent Notification of Timeline (Dear Parents) letter explaining the possibility of a lottery and provide the school with the following items:

- VPK certificate of eligibility
- Birth certificate
- Immunization records
- Current physical examination
- Two forms of residency verification

#### Placement of Current Head Start-3 Students

Select schools will be notified if current Head Start-3 students are being placed in their VPK program during the registration window and must NOT be included in the lottery. In addition, the number of slots MUST be adjusted by the number of Head Start-3 students being placed at the school. Refer to the School/Class Enrollment Chart.

BPS staff employed at a Blended or High School VPK school may participate in the lottery process. However, due to the limited number of VPK slots available, seats may not be reserved in advance for employees. If a lottery is necessary, the child of an employee will also be included in the process.

Twins: When twin children register and a lottery is needed, they will be given the same number. If their number is drawn from the lottery, both will be placed in a class. If their number is drawn last, class enrollment will be adjusted by the district office to accommodate. Contact Priscilla DeNino, 321-633-1000, ext.11362.

If enrollment has not been met by April 22, registration will continue until the classes are filled.

After April 22, do NOT use the VPK application, “Dear Parent” letter or Checklist #1 AND beginning April 23 use Checklist #2 ONLY.

#### **NEW 2021-2022**

On Friday, April 23 by 9:00 a.m., email Anne Cremeans the total number of Blended registrations, noting whether a lottery process is needed.

## **April 23 - May 7, 2021 VPK Lottery Implementation**

Should a VPK lottery be necessary based on the number of applicants, the VPK contact shall assign a lottery number to each complete application packet by first alphabetizing the packets and then assigning numbers in sequence. It is recommended that parents are not given their assigned application number.

### **PRIOR TO LOTTERY**

The lottery is open to the public, and public viewing and seating will be available. It is not mandatory that parents attend the lottery process. The public may observe only and will not be permitted in the immediate lottery area. The lottery will be videotaped. The lottery may be either a drawing of numbers or computer generated. Names of students will not be announced during the lottery; only numbers will be called. Parents will be notified at a later date if their child will participate in the program.

#### Principal or designee:

- Organizes and schedules the VPK lottery to include the location, set-up and video taping.
- Assigns a VPK Lottery Committee to include the following:
  - VPK School Contact
  - Community Member (non-employee)
  - Another Staff Member
- Notifies the public of the lottery date, time, and location.
- Facilitates, provides information and answers questions.

#### VPK School Contact:

- Organizes applications and assigns lottery numbers. Applications for twins will be assigned the same number (refer to the above notation concerning twins).
- Prepares numbers for drawing (either paper or computer generated).

### **DURING THE LOTTERY**

#### Principal or designee:

- Introduces the lottery process, including an introduction of the participants. Each participant states their name, position, and role in the process.
- It is recommended that the principal or VPK teachers do not participate in the actual lottery drawing.

#### VPK School Contact:

- Assumes responsibility for the VPK lottery process once the principal or designee leaves the room.
- Confirms that everyone understands the process and directs the community member to begin drawing numbers.
- Matches the drawn number announced by the community member to the student's name, without stating the name out loud.
- Records the names of students in the order their number is called on a spreadsheet. The drawing continues until all applicants have been placed in a class or on the wait list.
- Verifies that all numbers and names have been accounted for on the class list(s) or the wait list.

#### Community Member (non-employee):

- Draws numbers and reads number aloud.

Another Staff Member:

- Observes VPK lottery drawing.

**AFTER THE LOTTERY – ON OR BEFORE MAY 7, 2021**

The VPK school contact or principal's designee will notify the parents by telephone, email or mail if a lottery was needed and the lottery results.

If a student is selected and offered a position in the VPK program but declines the placement, an "Acknowledgement – Declining the VPK Placement" form must be signed by the parent when the child's registration packet is picked up within 48 hours of the selection notification. A copy of the completed form should be given to the parent. After the acknowledgement form is signed, the position may be offered to the next student from the lottery process.

In the event a child was placed on the wait list, the parents will be instructed to return to the school to pick up their child's registration packet including the VPK Certificate of Eligibility.

Parents shall be advised of the following options:

- The child's name remains on the wait list for the VPK program at the school. (Names for the wait list will be in the order of the lottery drawing.) **Advise parent of where the child is on the wait list (i.e., #1, #2, #3 . . .)**
- Register their child at another Brevard Public School VPK program where there may be a vacancy and the child is eligible to enroll.
- Enroll their child at a private provider that offers VPK. Parents can find more information at [www.elcbrevard.org](http://www.elcbrevard.org) or by calling 321-637-1800.
- Wait and enroll their child in the Brevard Public School 2022 Summer VPK Program.

## School/Class Enrollment Chart 2021-2022

Elementary School	Step FOURward VPK (Max. Enrollment/Class - 20)						Blended VPK (Max. Enrollment/Class- 18)		
	Class 1			Class 2			Class 1		
	VPK		ESE Staffed	VPK		ESE Staffed	VPK		ESE Staffed
	Open	HS-3		Open	HS-3		Open	HS-3	
Atlantis							10		8
Audubon							10		8
Cape View	18		2						
Columbia	19	1	0				10		8
Dr. W. J. Creel	17	3	0				10		8
Croton	17	1	2						
Fairglen	17	1	2	18		2			
Golfview	17	1	2	18		2			
Harbor City	16	2	2						
Lockmar							10		8
Longleaf							10		8
McAuliffe							9	1	8
MILA	18		2						
Oak Park							8	2	8
Palm Bay							10		8
Pinewood	16	4	0				10		8
Riviera	16	2	2	20		0	10		8
Sabal	18		2						
Saturn							9	1	8
Sea Park							10		8
Sunrise							10		8
Turner	18	2	0				10		8
Williams							10		8

\*Placement of designated Head Start-3 students in their zoned VPK school.

High School	VPK
Eau Gallie High	20
Merritt Island High	20
Palm Bay High	20
Satellite High	20
Viera High	20



**Brevard Public Schools  
VPK Application  
For Blended VPK and High School VPK  
2021-22 School Year**



**Please print:** School Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
*First Middle Last*

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Address City Zip*

Phone: \_\_\_\_\_  
*Day time phone number Alternate phone number*

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Male or Female (*circle one*)

**I understand this is an application for a Blended VPK or High School VPK slot at this school and placement in a class is not guaranteed.**

Parent's Signature \_\_\_\_\_

***For School Office Use Only:***

Date Received: _____	Completed by: _____
Time Received: _____	Parent Notification Date: _____
VPK Certificate of Eligibility _____	<b>Lottery Number</b>
Birth Certificate _____	
Immunizations _____	
Current Physical _____	
Residency Verification _____	
Parent Notification of Timeline _____	



**Brevard Public Schools**  
**Aplicación de VPK**  
**Para VPK mezclado y High School secundaria**  
**2021-22 año escolar**



Favor de imprimir Nombre de la Escuela: \_\_\_\_\_

El nombre del estudiante: \_\_\_\_\_  
primero medio último

Nombre de los padres: \_\_\_\_\_

Dirección: \_\_\_\_\_  
Dirección Ciudad código postal

Teléfono: \_\_\_\_\_  
Día de tiempo el número de teléfono Número de teléfono alternativo

Fecha de nacimiento: \_\_\_\_\_ Raza: \_\_\_\_\_ Masculino o Femenino  
(circule uno)

**Entiendo que esta es una aplicación para una ranura de VPK mezclado o VPK de High School secundaria en esta escuela y no se garantiza la colocación en una clase.**

Firma de los padres \_\_\_\_\_ Fecha \_\_\_\_\_

***For School Office Use Only:***

Date Received: _____	Completed by: _____
Time Received: _____	Parent Notification Date: _____
VPK Certificate of Eligibility _____	<b>Lottery Number</b>
Birth Certificate _____	
Immunizations _____	
Current Physical _____	
Residency Verification _____	
Parent Notification of Timeline _____	



*School Letterhead*

**Parent Notification of Timeline for Blended VPK or High School VPK**

Dear Parents,

Due to an overwhelming interest in the Brevard Public Schools Blended or High School Voluntary Prekindergarten (VPK) program, it may be necessary to conduct a lottery to determine enrollment for 2021-22. If there are more registrations submitted than space available at the close of VPK registration on April 22, the lottery procedures will be implemented according to the following timeline:

**April 12 – 22, 2021 VPK Registration**

Parents complete VPK application and provide the school with the following items:

VPK Certificate of Eligibility	Birth Certificate
Immunization Records	Current Physical Examination
Residency Verification	

The required items must be submitted to the school by 4:00 p.m. Only complete application packets will be given a number for the lottery drawing. No faxed applications will be accepted. Early submissions have no advantage over other applications since final selection is determined by lottery. Lottery numbers will be assigned after April 22 and will not be provided to the parents until after the lottery drawing.

**April 23 - May 7, 2021 Lottery Procedures**

The school will conduct the VPK lottery on **(date and time)**. The lottery is open to the public, and public viewing and seating will be available. Parents are NOT required to attend the lottery process. The public may only observe and will not be permitted in the immediate lottery area. The lottery will be videotaped. Names of students will not be announced during the lottery; only numbers will be called. Parents will be notified at a later date if their child will participate in the program.

**May 7, 2021 Parent Notification**

On or before May 7, the school will notify parents by **(phone, email or mail)** if the lottery was needed and the lottery results. In the event a child was placed on the wait list, the parents will be instructed to come back to the school to pick up their child's registration packet including the VPK Certificate of Eligibility.

For children not placed in a class, parents have the following options:

- The child's name remains on the wait list for the VPK program at the school. Names for the wait list will be in the order of the lottery drawing.
- Register their child at another Brevard Public School VPK program where there may be a vacancy and the child is eligible to enroll.
- Enroll their child at a private provider that offers VPK. Parents can find more information at [www.elcbrevard.org](http://www.elcbrevard.org) or by calling 321-637-1800.
- Wait and enroll their child in the Brevard Public School 2022 Summer VPK Program.

Thank you for your interest in the Voluntary Prekindergarten Program offered in Brevard Public Schools. Please contact the school office at **(phone number)** if you have questions regarding the VPK registration process.

Sincerely,

*Principal*

*School Letterhead*

**Notificación a los padres de la línea de tiempo para de Prekinder Voluntario (VPK)**

Estimados padres:

Debido a la gran demanda en los programas de Prekindergarten Voluntario (VPK) de las Escuelas Públicas de Brevard, será necesario realizar una lotería para determinar la inscripción para 2021-2022. Si se reciben más inscripciones que cupos disponibles en la escuela al 22 de abril, los procedimientos de lotería se implementarán de acuerdo con las siguientes fechas:

**12 al 22 de abril de 2021                      Inscripción del VPK**

Los padres completan la aplicación VPK y proveen la siguiente documentación:

Certificado de Aceptación VPK	Certificado de nacimiento del niño
Libreta de vacunas	Examen físico reciente
Verificación de residencia	

Los artículos requeridos deben enviarse a la escuela a las 4:00 p.m. Solo se utilizarán paquetes completos de solicitud en el proceso de lotería. NO se aceptarán solicitudes enviadas por fax. Las solicitudes presentadas por adelantado no tendrán preferencia sobre otras solicitudes ya que la selección final está estrictamente determinada por el sorteo. Los números se asignarán después del 22 de abril de 2021 y no estarán disponibles para los padres hasta que se haya realizado la lotería.

**23 de abril al 7 de mayo de 2021                      Procedimientos de lotería**

La escuela llevará a cabo la lotería VPK el **(date and time)**. La lotería estará abierta al público, quien desee presenciarlo puede hacerlo, habrá asientos disponibles. Los padres no necesariamente tienen que asistir al proceso de lotería. El público solo podrá observar y no se le permitirá acercarse al área donde se realiza la lotería. La lotería será grabada en video. Los nombres de los estudiantes NO serán anunciados durante la lotería; Solo se anunciarán los números. Los padres serán notificados, en una fecha posterior, si su hijo participará en el programa.

**7 de mayo de 2021                      Notificación a los padres**

La escuela notificará a los padres por **(phone, email, mail)** si la lotería fue necesaria y los resultados antes o después del 7 de mayo de 2021. En caso de que un niño haya sido colocado en la lista de espera, se les indicará que pasen por el escuela para recoger el paquete de inscripción, así como el certificado de aceptación VPK.

Para los niños que no consiguieron cupo, los padres tendrán las siguientes opciones:

- El nombre del niño permanecerá en la lista de espera de la escuela. Los nombres en la lista de espera serán en el orden sorteado.
- Registrar al niño en otra escuela del condado donde haya cupo disponible y que el niño sea elegible para matricularse.
- Matricular al niño en una escuela privada que ofrezca VPK. Los padres pueden encontrar más información en [www.elcbrevard.org](http://www.elcbrevard.org) o llamando al 321-637-1800.
- Esperar y matricular al niño en el Programa VPK de Verano del 2022 de las Escuela Públicas de Brevard.

Agradecemos su interés en el Programa Voluntario de Prekinder de las Escuelas Públicas de Brevard. Por favor comuníquese con la oficina de la escuela al **(phone number)** si tienen preguntas sobre este proceso.

Sinceramente,

**Principal**



**Brevard Public Schools  
2021-2022 School Year**

**Acknowledgement  
Declining VPK Placement**

**Please print:**

School Name: \_\_\_\_\_

Child's Name \_\_\_\_\_  
*First Middle Last*

Parent's Name \_\_\_\_\_

**My child has been offered a classroom slot in the school's VPK program, but I have declined the placement. I understand that declining placement at this time will result in being put on a wait list and no guarantee of future VPK admission should I decide to return to this school for VPK.**

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----  
*For School Office Use Only*

School Representative's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

The parent shall be provided a copy of this signed form. The original is to be kept by the school.



# Voluntary Prekindergarten

## Blended or High School VPK

### Registration Checklist #1 for April 12 - 22

- \_\_\_\_\_ 1. Collect the original *Certificate of Eligibility* (sample attached) from the parent. Do NOT write on the certificate until the registration process is complete.
- \_\_\_\_\_ 2. Collect and copy as needed the birth certificate, immunization records, physical, and residency verifications.
- \_\_\_\_\_ 3. Have the parent complete the *Blended VPK application* AND provide the parent a copy of the *Parent Notification of Timeline* (Dear Parent) letter explaining the possibility of a lottery.
- \_\_\_\_\_ 4. Have the parent complete the district registration forms and VPK *Attendance Acknowledgement* form.

#### **Complete AFTER VPK placement has been determined.**

- \_\_\_\_\_ 5. Immediately assign the child to a class using letter designation (A, B, or C). Please be sure not to exceed the enrollment guidelines set for your school in reference to basic, Head Start and ESE students. Refer to the *School/Class Enrollment Chart*.
- \_\_\_\_\_ 6. Complete the *Certificate of Eligibility* form:
  - \_\_\_\_\_ Make sure the certificate is signed in blue ink and dated by the parent in blocks blocks 18 and 19.
  - \_\_\_\_\_ Affix the preprinted label with school name, etc. in the upper left of block 11.
  - \_\_\_\_\_ Insert the class assignment by letter designation in block 14.
  - \_\_\_\_\_ Insert the intended student's first day of attendance in block 15.
  - \_\_\_\_\_ Sign and date blocks 16 and 17 AFTER notification of contract approval from Joy Palatucci.
  - \_\_\_\_\_ Scan then send the original Certificate of Eligibility to Joy Palatucci, Office of Early Childhood AFTER notification of contract approval. Always keep a copy for your records.
- \_\_\_\_\_ 6. Inform parents that the first day of school for elementary VPK students is August 17 and September 7 for high school VPK students.
- \_\_\_\_\_ 8. Make a cumulative folder and add the student to AS400 membership using the actual first day of attendance.
- \_\_\_\_\_ 9. Keep the original Attendance Acknowledgment in an identified location in the front office for future reference and audit.

# Voluntary Prekindergarten

## Blended or High School VPK

### Registration Checklist #2 beginning April 23

- \_\_\_\_\_ 1. Collect the original *Certificate of Eligibility* (sample attached) from the parent.
- \_\_\_\_\_ 2. Collect and copy as needed the birth certificate, immunization records, physical, and residency verifications from the parent.
- \_\_\_\_\_ 3. Have the parent complete the district registration forms and *VPK Attendance Acknowledgement* form. Keep the original *Attendance Acknowledgment* in an identified location in the front office for future reference and audit.

**NOTE:** Parents DO NOT complete the VPK application nor receive the Parent Notification of Timeline (Dear Parent) letter after April 22.

- \_\_\_\_\_ 3. Immediately assign the child to a class by using letter designation (A, B, or C). Please be sure not to exceed the enrollment guidelines set for your school in reference to basic, Head Start and ESE students. Refer to the *School/Class Enrollment Chart*.
- \_\_\_\_\_ 4. Complete the *Certificate of Eligibility* form:
  - \_\_\_\_\_ Make sure the certificate is signed in blue ink and dated by the parent in blocks blocks 18 and 19.
  - \_\_\_\_\_ Affix the preprinted label with school name, etc. in the upper left of block 11.
  - \_\_\_\_\_ Insert the class assignment by letter designation in block 14.
  - \_\_\_\_\_ Insert the intended student's first day of attendance in block 15.
  - \_\_\_\_\_ Sign and date blocks 16 and 17 AFTER notification of contract approval from Joy Palatucci.
  - \_\_\_\_\_ Scan then send the original *Certificate of Eligibility* to Joy Palatucci, Office of Early Childhood AFTER notification of contract approval. Always keep a copy for your records.
- \_\_\_\_\_ 5. Inform parents that the first day of school for elementary VPK students is August 17.
- \_\_\_\_\_ 6. Make a cumulative folder and add the student to AS400 membership using the actual first day of attendance



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

**Child Certificate of Eligibility**

**SAMPLE**

**I. CHILD CERTIFICATE OF ELIGIBILITY** (*Issued by Early Learning Coalition, through the Family Portal*)

1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address
5. Parent name	6. Primary contact number	7. Secondary contact number	
8. Child's full name	9. Child's date of birth	10. County	

**II. ADMISSION BY PROVIDER OR SCHOOL** (*Jointly Prepared by Provider or School AND Parent or Guardian*)

11. Name of provider or school <b>PLACE SCHOOL ADDRESS LABEL HERE</b>	12. Telephone	14. VPK class <b>ASSIGN TEACHER BY LETTER</b>	15. Date child will begin attendance <b>FIRST DAY IN CLASS</b>
13. Address of VPK site	The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		
I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.		18. Parent signature <b>PARENT MUST SIGN HERE</b>	19. Date
16. Signature of authorized representative for provider or school <b>SCHOOL REPRESENTATIVE SIGN HERE</b>	17. Date		

**III. ENROLLMENT SUBMISSION AND CONFIRMATION** (*Submitted by Provider or School*)

<b>TO PROVIDER OR SCHOOL:</b> Contact the coalition upon enrollment of the child for payment. The Early Learning Coalition may issue a confirmation number for payment (below).	<b>TO CONTACT THE COALITION FOR PAYMENT:</b>
	<b>IS YOUR CONFIRMATION NUMBER (IF APPLICABLE)</b>

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep each original signed form for at least 5 years from the date of the last payment for that fiscal year or until the resolution of any related audit findings or any related litigation, whichever occurs last. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.



Office of Early Childhood  
2700 Judge Fran Jamieson Way  
Viera, FL 32940  
321-633-1000 ext. 11340

### **Attendance Policy Acknowledgement**

Dear Parents,

Welcome to the Voluntary Prekindergarten Program. We know this will be an exciting and rewarding experience for you and your child. Since Brevard's program is part of the Florida Voluntary Prekindergarten (VPK) Program, this acknowledgement contains some important information regarding attendance and fees.

Arriving on time and attending the VPK program every day is very important to both the success of your child and the program. Each day is planned to provide valuable learning experiences for your child. Please review the attendance policies for this program and sign the form indicating that you received this information and agree to abide by the policies.

#### Attendance:

- It is expected that your child will be on time and attend the VPK Program every day.
- In the event your child must be absent, please notify the school immediately AND submit written documentation for all absences upon their return to school. Written documentation can be a parent or doctor's note or legal document.
- The teacher will keep a daily log of attendance for each student. At the end of the month, you will be asked to review the attendance record, attest to the accuracy and state your desire to have your child remain in the program by signing and returning the Parental Choice form to the school. If you do not sign and return the form within a reasonable time, your child may be withdrawn from the program.
- Withdrawal procedures may begin for any child who has frequent absences and tardies.
- If your child is withdrawn from the program, a new certificate of eligibility must be obtained from the Early Learning Coalition (ELC) parent portal to re-enroll. A child may only re-enroll in a VPK Program one time.

#### Fees:

- The school may request your child bring certain items (supplies, snacks, tissues, etc.) but you are not required to furnish these items.
- You are not required to pay any fees for the VPK Program.

**I have read the attendance policy for the VPK Program, and I agree to abide by these rules.**

**Student** \_\_\_\_\_

**School** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_





Oficina de Educación Temprana Infantil  
2700 Judge Fran Jamieson Way  
Viera, FL 32940  
321-633-1000 ext. 11340

### **Confirmación de las Reglas de Asistencia**

Estimados Padres,

Bienvenidos al programa de Prekínder Voluntario (VPK). Sabemos que esta será una experiencia excitante y gratificante para usted y su niño. Como el programa de Brevard es parte del Programa de la Florida del VPK, esta confirmación contiene información importante sobre la asistencia y pagos.

Es importante que su niño llegue a tiempo y que asista cada día a la escuela para asegurar tanto su éxito como el del programa VPK. Cada día es planeado para ofrecer valiosas experiencias educativas a su niño. Por favor revise las reglas de asistencia de este programa y firme la forma indicando que ha recibido esta información y que se compromete a seguir estas reglas.

#### Asistencia:

- Se espera que su niño llegue a tiempo y asista al Programa VPK cada día.
- En caso de que su niño tenga que faltar, por favor notifique a la escuela inmediatamente Y presente documentación por escrito de todas las ausencias cuando el niño regrese a la escuela nuevamente. Documentación por escrito puede ser una excusa médica o una nota del padre o un documento legal.
- El maestro llevará un registro diario de asistencia de cada estudiante. Al finalizar el mes, le pediremos que revise este reporte y verifique su exactitud y reitere su deseo de que su niño continúe en el programa firmando y enviando a la escuela la forma Opción de los Padres. Si usted no firma y envía la forma dentro de un plazo razonable, su niño puede ser excluido del programa.
- Procedimientos de retirada puede comenzar a cualquier niño que haya frecuentes ausencias y retardos.
- Si el niño es retirado del programa, un nuevo certificado de elegibilidad debe obtenerse a partir del portal para padres de la Coalición Aprendizaje Temprano (ELC) para volver a inscribirse. Un niño sólo puede volver a inscribirse en un programa VPK.

#### Pagos:

- La escuela puede pedir que su niño traiga ciertas cosas (por ejemplo: materiales de clase, refrigerios, kleenex, etc.) pero no se le exige que usted las provea.
- No se requiere que usted pague por el Programa VPK.

**He leído las reglas de asistencia del Programa VPK y me comprometo a cumplir estas reglas.**

**Estudiante** \_\_\_\_\_

**Escuela** \_\_\_\_\_

**Firma del Padre** \_\_\_\_\_

**Fecha** \_\_\_\_\_