



# Innovation Montessori Ocoee

## Casa Program 2025-2026

### VPK Attendance Policy

Attendance During the scheduled instructional Days is of utmost importance to remain in the VPK program. Not only is IMO's funding linked to attendance, but so too is your child's success upon entrance into kindergarten.

Parents/guardians are required to sign and comply with the following policy on Attendance and tardiness to remain in the VPK program:

**Drop Off:** Casa Families will sign their children in on the appropriate class clipboard by the front door. Children must be dropped off within the thirty-minute drop off window, outlined in the handbook. Late arrivals are disruptive to morning meetings, and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but frequent tardies are unacceptable and may cause for termination from the VPK program.

**Pick Up:** Children must be picked up within the thirty-minute dismissal window, outlined in the handbook. Parents/guardians will sign out on the appropriate class clipboard by the front door. Children who are frequently picked up late, may be terminated from the VPK program.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires
- Hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;

- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child’s disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

**Please note:** Absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at IMO. Withdrawals from the VPK program will not be eligible for reenrollment. IMO will allow one documented 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child’s legal custodial adult.

**Verifying your child’s attendance and absences:** IMO’s office staff will ask you to stop by the office the end of each month. You will be given a form to review and confirm your child’s recorded attendance for the month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Orange County to direct payment for the month’s VPK program for your child to IMO, and that you continue to choose IMO to provide your child’s VPK program for the upcoming month.

To participate in the VPK Program at IMO, I agree to comply with the terms of this Absence and tardiness policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

**Child’s Name:** \_\_\_\_\_

**Printed Name of the Parent/Guardian:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

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