



UNIFORM ATTENDANCE POLICY FOR FUNDING THE VPK PROGRAM

V-020209

An absence is not payable for an instructional day before a child's first day of attendance or after the child's last day of attendance.

An instructional day from which a child is absent is payable if it falls under the following:

1. Three (3) unexcused absences per calendar month;
2. A parent may document seven (7) or fewer excused absences per calendar month;
3. Beyond seven (7) excused absences, a person other than the child's parent must document the excused absence, the person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (i.e. letter of physician);
4. **An excused absence is not payable unless the reason for the absence is documented in written** and the private provider or public school submits the documentation to the coalition or contractor. **If on the eighth day we have not received this documentation we will have no choice but to dis-enroll your child from the program.**

A child's absence is **excused** if the child does not attend the VPK Program on an instructional day due to one of the following reasons:

1. Illness or injury of the child's family member which requires hospitalization or bed rest;
2. Physician or dentist appointment;
3. Infectious disease or parasitic infestation;
4. Funeral service, memorial service or bereavement upon the death of the child's family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g. visitation, subpoena);
7. Special education or related services for the child's disability;
8. Observance of a religious holiday or service, or because the child's or parent's religion forbids secular activity on the instructional day;
9. Family vacation, not to exceed five excused absence per program year; or
10. Extraordinary circumstances beyond the control of the child and the child's parent.

Payment for a child shall be suspended if the child does not attend at least one (1) instructional day during a calendar month. Payment for the child, including payment for absences accruing while payment is suspended shall resume when the child subsequently attends the program. If a child does not resume attendance, an absence is not payable for an instructional day after the child last day of attendance.