

*This is a supplement to the Parent Handbook. All policies listed in the Parent Handbook still apply. Please be familiar with both our Parent Handbook and the VPK extra requirements.

Enrollment Criteria

Eligibility Requirements:

In order to be eligible for the Voluntary Pre-Kindergarten (VPK) program the students must...

1. be 4 years of age on or before September 1st of the service year
2. reside in the state of Florida.

Forms to be completed:

Listed below are the forms needed prior to your child's first day of school:

1. YMCA Children's Learning Academy Enrollment Form.
2. Student health Examination Form (from Doctor's office)
3. Florida Certification of Immunization Form (from Doctor's office)
4. Certificate of Eligibility (see Enrollment Process below)

These forms must be up to date. If form has expired, new forms will be expected on or before the 1st day of VPK.

Enrollment Process:

In order for ACS State and Local Solutions to have record and make payments, parents must enroll their children with Arbor E&T through the following....

1. Parents must complete and submit an application to Arbor E&T.
2. As part of the application process, the parent must provide proof of the child's age through one of the following documentation:
 - a. Child's birth certificate
 - b. Insurance policy with child's birth
 - c. Certificate of baptism
 - d. Passport
 - e. Immunization records
 - f. Military I.D.
 - g. Other documentation as approved by the Coalition.
3. The parent must also provide proof of Florida Residency through one of the following:
 - a. Utility bill
 - b. Bank statement
 - c. Pay stub
 - d. Driver's License with current address
4. If the parent chooses to enroll their child after the provider has started their VPK program, the parent is required to fill out an Informed Parent consent for Delayed Enrollment.
5. Arbor must perform a face-to-face consultation in person with the parent or guardian of every child that registers for the VPK program. During the

consultation, the counselor will process the submitted documents and verify that the child is eligible for participation in the VPK program.

6. If the child is eligible, Arbor will issue the parent a Certificate of Eligibility to be brought to the provider.

Hours of Operation

The center is open from 7:00 a.m. to 6:00 p.m. VPK hours are from 9:00-12:00 for 180 days. There are days during the year that we are open but do not provide VPK. Please check the calendar for these dates. Wrap around hours are 7:00-8:45 and 12:15-6:00. There is a late pick up fee of \$1.00 per minute late.

Method of payment and fees

Tuition fees are due in advance for all wrap around care. Tuition fees are due the first of every month. Tuition is paid by bank draft. Cash will not be accepted for tuition. A late fee \$15 will be added to your account if your tuition payment is received by the fifth of the month. If full payment is not received by the fifth of the month, your child will not be allowed to stay after the VPK hours are over.

First and Last Month of VPK

The first day of VPK is in August and the last day falls in May. In these months tuition will be prorated to account for both VPK and regular days. These amounts will be sent out before tuition is due.

Refunds

There is no credit or refund of fees when your child is absent or when the center is closed. Holidays are listed in this handbook.

NON-VPK Days

On days that the center is open but we are not providing VPK, parents will need to pay the regular rates for that day. We will prorate these months with VPK and Non-VPK amounts and give you advances notice of the change in price.

Attendance Policy

Attendance is taken daily at the beginning of VPK hours (9:00). Parents are responsible for signing their child in and out of the center with the time and a full signature. In addition, parents are to sign a form at the end of each month verifying attendance.

A child may be absent from the program for up to 15% of the instructional days. If there are extraordinary circumstances, there is an allowance of 20%. These circumstances include:

- a. Hospitalization of the student, parents, or guardian with appropriate documentation.

- b. Illness of the student, parent, or guardian, which requires a home-stay as documented
- c. Death in the student's, parent's, or guardian's immediate family with appropriate documentation (e.g. obituary, death certificate)
- d. Court ordered visitation with appropriate documentation (e.g. court order)
- e. The parent's or guardian's unforeseen documented military deployment or exercise.

Once a child goes over the 15% (or 20% for extraordinary circumstances), the parent is responsible for paying any other missed days to equal the amount normally paid by VPK.

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