



MAY SANDS MONTESSORI SCHOOL
a public school of choice

1400 United Street, #110, Key West, FL 33040
Tel: 305-293-1400, EXT. 53418;

VPK Student Attendance Policy

May Sands Montessori School will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day, for 180 days. All enrolled families will receive a calendar showing the scheduled days off during the operational period of August 12th, 2021 through May 27th, 2022.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only does attendance promote school funding, but it also supports the child's intrinsic need for routine and consistency.

You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Tardiness: Arrival for the VPK program is between 8:00 and 8:25 a.m. VPK arrivals should be signed in at the front office. The earliest time arrivals will be accepted in the classroom is 8:15 a.m. The instructional day begins at 8:30 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 8:30 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late" but more than two late arrivals in a month is cause for termination from the VPK program.

Late Pick Up: The VPK program dismissal is from 12:00 – 12:15 daily. A late fee of \$14 will be incurred if your child is not picked up by 12:15. An additional fee of \$12 will be incurred after 3:30pm if the child is still in attendance. Fees will be billed weekly and payment is due upon receipt.

May Sands Montessori Absence Policy

Students enrolled in May Sands Montessori School are required to attend school unless the absence has been excused. Additionally, each student is required to be on campus by the specified starting time of the school day. The Principal may grant an excused absence for the following reasons:

- Illness or injury (subject to signed documentation by an appropriate licensed health care or mental health professional or public health unit),
- Religious holiday,
- Death in the family, or
- Extreme circumstance (subject to documentation).

An "excused" absence is:

- a) Due to sickness of, or injury to, the student, attested to orally or in writing by the student's parent or guardian, or, in the event the absence is of three days or more, by a written statement of a licensed practicing physician, chiropractor, dentist, or other appropriate licensed health care or mental health professional;
- b) Due to religious instruction for the student or religious holidays of the student's own faith to be observed by the student, when the absence is requested in writing by a parent or guardian at least three (3) school days in advance of the absence, as delineated in Rule 6A-1.09514, Florida Administrative Code.



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- c) Due to a medical, chiropractic, dental, or other appointment with a licensed professional related to the physical or mental health of the student, when the appointment cannot be scheduled outside of school hours and when written documentation is provided by the parent or guardian prior to the scheduled appointment;
- d) Due to attendance at an Individualized Educational Program (IEP) meeting at which the student's educational program is the topic;
- e) Due to attendance in an administrative or judicial proceeding which involves the student as a witness or as the subject of the proceeding;
- f) Due to a death in the immediate family of the student and such absence does not exceed seven (7) school days;
- g) Due to placement in The Florida Keys Children's Shelter and such placement transition period does not exceed three (3) school days. (By the fourth day, Shelter personnel are required to enroll the student in the appropriate public school closest in geographic proximity to the Shelter.)
- h) With written permission of the principal or the principal's designee, for good cause shown, including insurmountable conditions as defined by rules of the state board of education in Rule 6A-1.09513, Florida Administrative Code.
- i) Due to participation in an approved special event. The student must receive advance written permission from the school principal or the principal's designee. (Examples of special events include public functions; conferences; and regional, state and national competitions).
- j) Due to having, or being suspected of having, a communicable disease or infestation which can be transmitted to other students or school staff. (Examples include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies.)

An "unexcused" absence is any absence that does not fall into one of the above excused absence categories.

Each parent or guardian of a student at the May Sands Montessori School:

- ✓ Is responsible for maintaining his or her child's regular attendance at school, and is required to submit justification for each absence.
- ✓ Must report the absence to the school office the day before, the day of, or within two school days following the absence. The absence will be considered unexcused if not reported within the established timeframe.
- ✓ Has a responsibility to notify the school and request information on homebound instruction if the student is expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or if the student is expected to be absent intermittently throughout the school year for the same reasons.
- ✓ Has a right to be notified if the student misses school and the parent or guardian has not reported the absence to the school.
- ✓ Is responsible, if the student is to be home schooled, for requesting information concerning home schooling, notifying the school principal or principal's designee that the student will be home schooled, and withdrawing the student from May Sands Montessori School in accordance with the school's withdrawal procedures.