

Miramar Early Childhood Program Voluntary Pre-Kindergarten Policies & Procedures



Dear Parent:

Thank you for choosing the City of Miramar Early Childhood Program as your Voluntary Pre-Kindergarten (VPK) program provider.

Attached is a calendar of the days that VPK is in session for your child, as well as specific dates of alternative programs and days off.

Because this is a state-funded program, there are rules and regulations developed by the Office of Early Learning (OEC) that both your family and our program must follow. Please refer to the Parent Handbook to learn more about our program's policies and procedures. PLEASE READ THE ATTACHED INFORMATION CAREFULLY as the state requires you to sign confirming that you have received and agree to the following policies regarding:

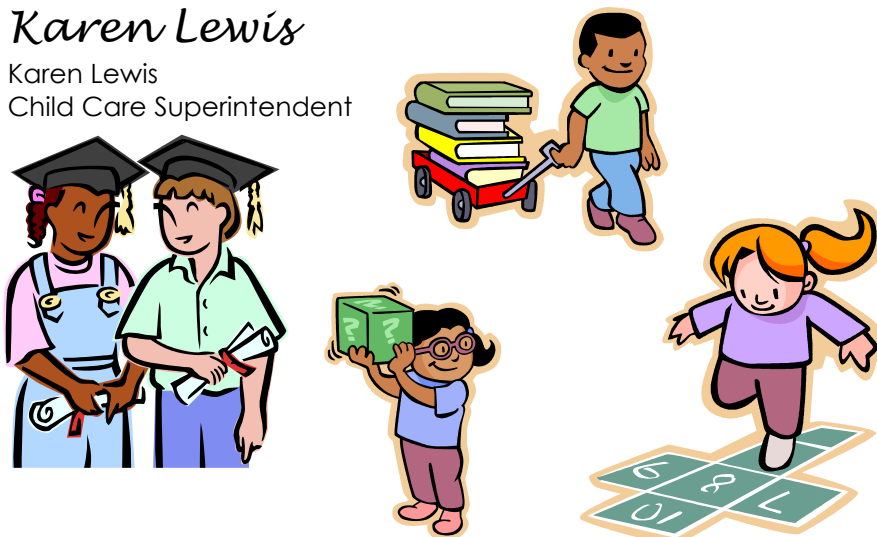
- ✍ Sign In & Attendance Verification
- ✍ Attendance / Absence
- ✍ Temporary Closure Caused By Circumstances
- ✍ Transfer / Reenrollment
- ✍ Payments
- ✍ VPK Program Hours

On behalf of the City of Miramar I thank you for entrusting your child's pre-k year with us. If you have any questions or concerns, please contact your child care center's supervisor.

Sincerely,

Karen Lewis

Karen Lewis
Child Care Superintendent



Civic Center Child Care

DCF License #45586
6920 SW 35th Street
954-963-6683

Coccano Child Care

DCF License #45706
2001 Douglas Road
954-437-0415

Silver Shores Child Care

DCF License #46021
15700 Pembroke Road
954-442-4030

Sunset Lakes Child Care

DCF License #46209
2801 SW 186th Avenue
954-602-3360



BEAUTY AND PROGRESS
EST 1955



**MIRAMAR EARLY CHILDHOOD PROGRAM
STATE OF FLORIDA VOLUNTARY PRE-KINDERGARTEN**

SIGN IN & ATTENDANCE VERIFICATION

VPK program requirements:

- ☺ Children must be signed in by an Adult
- ☺ Full Signature is required, no initials
- ☺ Children must be signed in daily upon arrival
- ☺ Children must be signed out daily upon dismissal
- ☺ At the end of each month, you will be required to sign a Student Attendance and Parental Choice Certificate that confirms that your child has attended the program and that you wish your child to continue in this program.

ATTENDANCE / ABSENCE

Regular attendance is required in this program. It is important that your child attends school every day and on time in order to receive the maximum benefit from our program. It is a state requirement that parents comply with the center's policies and procedures. The state VPK program allows a center to dismiss a child who does not follow the policies and procedures.

Agency for Workforce Innovation (AWI) attendance policy for VPK allows only 180 hours of excused absence for the entire year. Only 36 excused absences will be allowed per school year (approximately two days per month). A child may be dismissed from the program due to extensive absenteeism.

TEMPORARY CLOSURE CAUSED BY CIRCUMSTANCES

If circumstances cause the center to close for more than 10 instructional days per school year, the provider will revise the class schedule for each instructional day that the closure affects after the 10th instructional day. The calendar will not extend beyond the last day by which the VPK class must complete instruction.

TRANSFER / REENROLLMENT

Parents must contact Family Central at 954-720-1000 for transfer and reenrollment information. A child may not be transferred or reenrolled in another program until they are authorized by Family Central.

PAYMENTS

- ☺ If your child is withdrawn from the VPK funded program and continues to attend the preschool program the parent is responsible for all program fees.
- ☺ A child may be withdrawn due to excessive absenteeism, incomplete attendance sign in/out sheets, or incomplete monthly Parental Choice Certificate and attendance verification.

VPK Program Hours

Children who attend our VPK program, but are not enrolled in any other program option may be dropped off at 9:00 am and must be picked up at 12:30pm. Failure to comply with this policy with three documented violations will leave us no other alternative but to recommend termination of your child from the program.



At the City of Miramar Early Childhood Program, we strive not only to meet the needs of the children in our program, but also the needs of their families. Please feel free to consult with us on any issue regarding the care of your child. It is our goal to be child and family centered.

Through our vast experience in the field of early childhood education and our community contacts, we are able to match children and families with necessary resources. Yet, there are occasions when despite our best efforts we are unable to accommodate a particular child or family. Whether the situation is that the placement is not appropriate for the child or there is non-compliance with our policies and procedures on the part to of the family that cannot be resolved, we reserve the right to terminate services. Please be aware that we seldom have reason to enforce this.

Thank you for reviewing these policies. Please refer to your parent handbook for additional information regarding our philosophy and daily operations. We look forward to a successful year and once again congratulations and welcome.

Miramar Early Childhood Program VPK Class Schedule 2011/2012 School Year

August 2011				
Mon	Tue	Wed	Thu	Fri
22 VPK (1)	23 VPK (2)	24 VPK (3)	25 VPK (4)	26 VPK (5)
29 VPK (6)	30 VPK (7)	31 VPK (8)		

November 2011				
Mon	Tue	Wed	Thu	Fri
	1 VPK (47)	2 VPK (48)	3 VPK (49)	4 VPK (50)
7 VPK (51)	8 VPK (52)	9 VPK (53)	10 VPK (54)	Closed Holiday
14 VPK (55)	15 VPK (56)	16 VPK (57)	17 VPK (58)	18 VPK (59)
Special Activity Day	Special Activity Day	Special Activity Day	Closed Holiday	Closed
28 VPK (60)	29 VPK (61)	30 VPK (62)		

February 2012				
Mon	Tue	Wed	Thu	Fri
		1 VPK (91)	Special Activity Day	3 VPK (92)
6 VPK (93)	7 VPK (94)	8 VPK (95)	9 VPK (96)	10 VPK (97)
13 VPK (98)	14 VPK (99)	15 VPK (100)	16 VPK (101)	17 VPK (102)
Closed President's Day	21 VPK (103)	22 VPK (104)	23 VPK (105)	24 VPK (106)
27 VPK (107)	28 VPK (108)	29 VPK (109)		

May 2012				
Mon	Tue	Wed	Thu	Fri
	1 VPK (145)	2 VPK (146)	3 VPK (147)	4 VPK (148)
7 VPK (149)	8 VPK (150)	9 VPK (151)	10 VPK (152)	Special Activity Day
14 VPK (153)	15 VPK (154)	Graduation		

•Special Activity Days: No School for Part Time VPK students

September 2011				
Mon	Tue	Wed	Thu	Fri
			1 VPK (9)	2 VPK (10)
Closed Labor Day	6 VPK (11)	7 VPK (12)	8 VPK (13)	9 VPK (14)
12 VPK (15)	13 VPK (16)	14 VPK (17)	15 VPK (18)	16 VPK (19)
19 VPK (20)	20 VPK (21)	21 VPK (22)	Special Activity Day	23 VPK (23)
26 VPK (24)	27 VPK (25)	28 VPK (26)	Special Activity Day	30 VPK (27)

December 2011				
Mon	Tue	Wed	Thu	Fri
			1 VPK (63)	2 VPK (64)
5 VPK (65)	6 VPK (66)	7 VPK (67)	8 VPK (68)	9 VPK (69)
12 VPK (70)	13 VPK (71)	14 VPK (72)	15 VPK (73)	16 VPK (74)
Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day
Closed Observed Holiday	Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day

March 2012				
Mon	Tue	Wed	Thu	Fri
			1 VPK (110)	2 VPK (111)
5 VPK (112)	6 VPK (113)	7 VPK (114)	8 VPK (115)	9 VPK (116)
Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day
19 VPK (117)	20 VPK (118)	21 VPK (119)	22 VPK (120)	23 VPK (121)
26 VPK (122)	27 VPK (123)	28 VPK (124)	Special Activity Day	Special Activity Day

October 2011				
Mon	Tue	Wed	Thu	Fri
3 VPK (28)	4 VPK (29)	5 VPK (30)	6 VPK (31)	7 VPK (32)
10 VPK (33)	11 VPK (34)	12 VPK (35)	13 VPK (36)	14 VPK (37)
17 VPK (38)	18 VPK (39)	19 VPK (40)	20 VPK (41)	21 VPK (42)
24 VPK (43)	25 VPK (44)	26 VPK (45)	Special Activity Day	Special Activity Day
31 VPK (46)				

January 2012				
Mon	Tue	Wed	Thu	Fri
Closed Observed Holiday	3 VPK (75)	4 VPK (76)	5 VPK (77)	6 VPK (78)
9 VPK (79)	10 VPK (80)	11 VPK (81)	12 VPK (82)	13 VPK (83)
Closed Martin Luther King	Special Activity Day	Special Activity Day	Special Activity Day	Special Activity Day
23 VPK (84)	24 VPK (85)	25 VPK (86)	26 VPK (87)	27 VPK (88)
30 VPK (89)	31 VPK (90)			

April 2012				
Mon	Tue	Wed	Thu	Fri
2 VPK (125)	3 VPK (126)	4 VPK (127)	5 VPK (128)	Special Activity Day
9 VPK (129)	10 VPK (130)	11 VPK (131)	12 VPK (132)	13 VPK (133)
16 VPK (134)	17 VPK (135)	18 VPK (136)	19 VPK (137)	20 VPK (138)
23 VPK (139)	24 VPK (140)	25 VPK (141)	26 VPK (142)	27 VPK (143)
30 VPK (144)				



Child Care Center Operational hours are 7:00 a.m. to 6:00 p.m.

•VPK class time is 9:00 a.m. to 12:30 p.m.

•CLOSED: School is closed no care available