

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics  
Early Childhood Education

## 2025-2026 Voluntary Prekindergarten (VPK) Attendance and Behavior Policy

Welcome to the Broward County Public Schools (BCPS) VPK/Enrichment program. All parents and student participants are required to adhere to the State and District rules detailed in this document.

BCPS offers both half day and full day VPK opportunities. VPK/Enrichment is the name of our full day program. At some schools, the VPK/Enrichment program is completely free for the entire school day. At others, the VPK hours (3 hours per day) are provided for free but the Enrichment portion is optional and requires the payment of tuition/fees. Whether your child participates in the full day or half day program, the rules, procedures and information in this document apply.

Please read the information below carefully as it pertains to all models of VPK/Enrichment classes. As a condition of your child's participation in the VPK program, and as part of the online application process, you will be asked to provide your electronic initials and signature that will serve as your acknowledgement of, and agreement with, the terms of your child's attendance in the program.

This document contains the following information:

- VPK Funding and Attendance
- Daily Sign-in/Out Attendance Requirements
- Monthly Verification of Attendance
- Reporting Your Child's Absence
- **Late Arrival and/or Early Dismissal**
- Late Pick Up
- Transfer and Re-enrollment to Another VPK School/Provider

### VPK Funding and Attendance

Daily attendance is very important for Voluntary Prekindergarten (VPK) students. Your child's daily attendance **is required** and ensures that he/she receives the activities and instruction that will help them be successful in Kindergarten. Additionally, the Broward County Public Schools (BCPS) VPK program receives its funding from the State for your child's attendance. At the end of each month the Early Childhood Education Department (ECE) submits your child's recorded attendance to the State to receive payment. When your child is not in attendance, he/she will not receive the program instruction that the VPK Certificate entitles you to receive, and the funding for the program may be reduced, impacting our ability to provide the program. **Therefore, three (3) or more unexcused/unreported absences, or a pattern of non-attendance may result in your child's dismissal from the program.**

### Daily Sign-In/Out Attendance Requirements

In accordance with the State VPK requirements, your child must be signed in and out each day. The VPK/Enrichment programs within BCPS manage this in the following manner: On behalf of the parent, BCPS School staff will document student arrival within Focus and ChildPlus (i.e., electronic, recorded daily attendance systems).

### Drop Off and Pick-Up Procedure (Arrival and Departure)

Due to ongoing safety and security concerns, there is limited access to school buildings. Accordingly, the drop off and pick-up procedure for VPK students will mirror the drop off and pick-up process in place at each school as determined by the school principal. The parent/guardian will drop off their VPK/Enrichment child via the school's car loop, where they are received by school staff. School staff will record student arrival via the electronic daily attendance procedures as mentioned above. Your electronic initials and signature during the online application process will serve as consent for the school to electronically record your child's attendance as stated above.

**Violation of school or BCPS procedures for arrival and/or dismissal may result in your child's dismissal from the program.**

### Monthly Verification of Attendance

At the end of each month, parents will review their child's monthly attendance summary report. This report will indicate the attendance status that was recorded for your child for each day during the month (either Present or Absent).

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It is the parent/guardian's responsibility to do the following each month:

- Review the attendance report to verify that it is correct.
- Notify the teacher or teacher assistant if there are any errors or needed corrections.
- If the report is correct, the parent must electronically sign and date the ***Student Attendance and Parental Choice Certificate (Short Form)*** confirming that the attendance shown on the report is correct AND that you intend for your child to continue in the program at the school.
- Parent/guardian signature is required each month and will take place electronically, via the **BCPS – VPK Parent Portal**.
- You will receive separate instruction explaining the monthly ***Student Attendance and Parental Choice Certificate (Short Form)*** signature process.

**NOTE:** The ***Student Attendance and Parental Choice Certificate (Short Form)*** cannot be signed prior to the end of each month. If you are asked to sign the form prior to the last day of the month, please notify the ECE Department – VPK Office by calling 754-323-4750.

**NOTE:** Your monthly signature on the ***Student Attendance and Parental Choice Certificate (Short Form)*** is necessary in order for the program to receive funding. Failure to sign the ***Student Attendance and Parental Choice Certificate (Short Form)*** or notify the teacher of needed attendance corrections, **shall result in your child's dismissal from the program.** Parents/guardians will receive notification via the **BCPS – VPK Parent Portal** when it is time to sign the monthly ***Student Attendance and Parental Choice Certificate (Short Form)***. If the ***Student Attendance and Parental Choice Certificate (Short Form)*** is not signed by the 5<sup>th</sup> day of each month, the VPK office will reach out the parents/guardians as a reminder. If the ***Student Attendance and Parental Choice Certificate (Short Form)*** remains unsigned, a final reminder will be sent via email to the parents/guardians, prior to dismissal of the student from the BCPS – VPK program.

### Reporting Your Child's Absence

We understand that absences sometimes occur. In the event that your child needs to be absent from school, it is the parent's/guardian's responsibility to contact the school/teacher to report the absence by the time school begins. **Three (3) or more unexcused or unreported absences or a pattern of non-attendance may result in your child's dismissal from the program.**

**NOTE:** In the event that your child will be absent for an extended period of time, it is the parent's/guardian's responsibility to contact the school/teacher AND the BCPS – VPK office. Notification to the VPK office must be via email ([vpkparentportal@browardschools.com](mailto:vpkparentportal@browardschools.com)) and by calling 754-323-4750 to report the timeframe of the extended absence.

### Late Arrival and/or Early Dismissal

We understand that there are circumstances and times that require you to arrive late or pick up your child before the end of the school day and/or program hours. Late arrival and/or early dismissal from school, although sometimes necessary, cause a disruption to the instruction for the child and the class. Consequently, late arrival and/or early dismissal should occur only in cases of documented necessity and/or emergency. **A pattern of early dismissal may result in your child's dismissal from the program.**

### Late Pick Up

Parents/guardians are responsible for arranging on-time, daily pick-up at the end of program hours each day. Fee-based after school care may be available at the school for parents that are unable to pick up at the end of the program's hours/school day. Contact the school for information about their afterschool care provider.

When a student is not picked up on time, the student is taken to the front office and the situation is managed as per the school's late pick-up procedure. Students that attend the free VPK program hours only but are not enrolled in the optional Enrichment portion of the day (e.g. 11:00 a.m. – 2:00 p.m.), must be picked up at 11:00 a.m. or at the time designated by the school if the school's starting time is not 8:00 a.m. **A pattern of late pick-up may result in your child's dismissal from the program.**

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### Transfer and Re-enrollment to Another VPK School/Provider

If it becomes necessary to withdraw your child and you wish to re-enroll in another approved VPK provider, parents should do the following:

- 1) Notify your child's current school front office and classroom teacher that you are withdrawing your child and provide them with the last date that your child will be attending the program.
- 2) Notify the Early Learning Coalition (ELC) of Broward County at 954-377-2188. Notifying ELC is important because it stops the use of the VPK Certificate by the previous school. Parents may contact the ELC for all questions concerning re-enrollment.
- 3) Visit the State's [Family Portal](https://familyservices.floridaeearlylearning.com) (<https://familyservices.floridaeearlylearning.com>), log in using the same email address and password used during your initial VPK Certificate application. Once you are logged into the Family Portal, choose the "Re-enrollment" option and follow the instructions for completing the re-enrollment application.
- 4) Notify the Early Childhood Education Department – VPK office at [vpkparentportal@browardschools.com](mailto:vpkparentportal@browardschools.com).

### Behavior

BCPS expects that all students behave appropriately at all times. This includes treating others with respect and behaving in a manner that does not disrupt student learning or the operation of the classroom. Students exhibiting inappropriate behavior such as, but not limited to, biting, kicking, screaming, punching, hitting, running away, disrespect towards adults or children, or destruction of property, will be redirected through the use of age-appropriate strategies and interventions. All staff members use strategies and interventions that are consistent with the ECE Department curriculum. Parents/guardians will be contacted if inappropriate behavior persists. **We believe that appropriate behaviors are taught and learned as a part of the preschool experiences within the classroom. However, a child exhibiting behaviors that impact the safety and learning of themselves or others may be temporarily removed from the VPK classroom to ensure safety. Persistent inappropriate behaviors may also be addressed through the VPK Multi-tiered Systems of Support (MTSS) process to identify instructional strategies and interventions to reduce unwanted behaviors.**

### Emergency School Closure

In the event of school closure due to emergency or other reason, the BCPS VPK program and schools will follow Federal, State, local, and BCPS guidance as it pertains to attendance.

### VPK Parent/Guardian Option Notice

We thank you for choosing Broward County Public Schools (BCPS) as your child's VPK provider. As a parent/guardian, you have a choice when choosing a VPK provider.

Please be aware that as a participant in the State of Florida's State-funded VPK program, you always have a choice as to the VPK provider for your child. If at any time you would like to consider another BCPS VPK school or transfer to a non-BCPS, private VPK provider, you can do so without penalty or any loss of remaining instructional hours.

For more information about available private VPK providers, please visit the [Early Learning Coalition of Broward website](https://www.elcbroward.org/) (<https://www.elcbroward.org/>) or call 954-377-2188.

### REMINDER: Monthly Verification of Attendance (from above)

Your monthly signature on the *Student Attendance and Parental Choice Certificate (Short Form)* is necessary in order for the program to receive funding. Failure to electronically sign the *Student Attendance and Parental Choice Certificate (Short Form)* or notify the teacher of needed attendance corrections, **shall result in your child's dismissal from the program.**

**This document is subject to amendment and/or change. Parents/guardians will be notified via email and/or the BCPS – VPK Parent Portal if it becomes necessary to amend or change any portion of this document/agreement.**