



Dear Parents or Guardian's,

Welcome and thank you for your interest in The Learning Center Preschool. Enclosed you will find the information needed for registration. This information will enable our staff to give your child protection, care and guidance in a way most appropriate for your child. Along with the completed enrollment forms you are required to provide the school with your child's current immunization and physical records. This immunization and physical records must be kept updated per Palm Beach County Health Department. This information will be treated confidentially.

We look forward to serving you through the loving care and education of your child. If you have any further questions, please feel free to call our school office at 561-391-1140.

Sincerely,

Gayle Shop

Director

**Enclosed to be returned:**

Enrollment Application  
Getting to Know You Form  
Addendum to the Parent Handbook  
Influenza Brochure (regarding FLU control)  
Expulsion Policy  
Nut Free Policy

**The following forms must be obtained from a Florida Physician and submitted on or before your child's first day:**

State of Florida Physical Form #3040 (yellow)  
State of Florida Immunization Record #680 (blue)



## **Meal Time at The Learning Center Preschool**

### **Snack Time:**

Morning and afternoon snacks are provided by The Learning Center Preschool. If you would like to send your child snack that is fine as well, please just let your child's teacher know. Snack menus are posted in your child's classroom on the parent information board.

### **Lunch Time:**

Parents will need to pack their child's lunch every day and we encourage nutritious meals which are imperative for the proper growth and development of your child. The lunches should contain healthy items (sandwich, fruit, vegetables, yogurt, and/ or cheese sticks). We are a **PEANUT FREE SCHOOL**. No microwaves or refrigerators are available, so please pack appropriately. Containers will not be washed due to Health Department regulations. All lunch bags/boxes must be labeled with must be labeled with your child's first and last name.

### **Beverages:**

TLC provides only water to the children. You may send your child juice to school but when they finish it, it will be replaced with water. Water fountains are located on the lunch patios and water pitchers are in each classroom, so water is always available.

**Due to the guidelines of the Alternate Nutrition Plan provided by the Health Department, parents are not permitted to send or bring fast food breakfast or lunches for the child's meal time.**

**Lunch and snacks are served on our patios, weather permitting.**



Dear Parents,

We would like to welcome all of you to our school and thank you for choosing The Learning Center Preschool as your VPK Provider. Our high standards and commitment to the education of young children is what makes our school the best place for your child to learn and grow.

As you may know the Voluntary Pre-Kindergarten program has a specific set of guidelines that each parent should follow in order to maintain their enrollment in the program. We would like to review those policies for your benefit and assist you in any way possible.

Under the revised attendance policy (governed by Early Learning Coalition), absences may not exceed 20% of the total allocated hours (this works out to be 3 days per month.) For those cases where the child goes over the 20% absence threshold it will result in tuition recovery. Tuition recovery is the amount that the Early Learning Coalition takes away from the school due to absences.

Your child's monthly attendance is also of great importance. We do ask that you sign your child's attendance at the beginning of every month for the previous month. For example, you would be signing August attendance in the beginning of September. It is also a state requirement that you sign your child in and out each day using our Procure system. If you have not been registered, please stop by the office so we can get you registered. Not signing your child in and out each day will also put your child's VPK position in the program at risk.

**Charges may apply to accounts with frequent lapses in this area.**

Once again we are looking forward to a fun and exciting new school year. If you have questions or concerns, please don't hesitate to ask.

Sincerely,

Ms. Gayle

Florida Voluntary Pre-Kindergarten Program and Early Learning Coalition Of Palm Beach County.



OFFICE OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.

Dear VPK Parents,

The State of Florida's Voluntary Pre- Kindergarten program has a specific set of guidelines that each parent should follow in order to maintain their enrollment in the program. The following is a review of those policies:

VPK Program: Monday – Thursday 9:00am – 12:45pm

**Full Time VPK Programs:**

- Wrap around hours are 7:00am – 5:30pm
- Parents/Guardians are responsible for all payments not covered by VPK

**3.45 Hour VPK Students:**

- Should only follow the hours assigned to their particular class
- Students may not be dropped off before scheduled class time or picked up after class has ended.
- A late fee of \$1.00 per minute will be charged for children not picked up on time.

**All VPK Students**

- Accurate attendance records for VPK students are imperative.
- Please be sure to sign your child in and out of the computer every day.  
**Please make sure your child is on time every day.**
- **Not signing your child in and out every day on the computer will put your child's position in the program at risk. Not Signing in on Procure will include an extra charge.**
- Children must be walked into class and turned over to a teacher.
- Each month your child's attendance forms need to be signed. They will be made available in your child's classroom.

## VPK Absence Policy

- Under the revised attendance policy (governed by Early Learning Coalition), absences may not exceed 20% of the total allocated hours (this works out to be 3 days per month.) For those cases where the child goes over the 20% absence threshold it will result in tuition recovery. Tuition recovery is the amount that the Early Learning Coalition takes away from the school due to absences.

Once again we are looking forward to a fun and exciting new school year. If you have any questions or concerns, please do not hesitate to ask.

Thank you,

Ms. Gayle

I have read and received a copy of the above VPK Policies.

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Parent/ Guardian Signature

Date