

# Community Leadership Academy Family Handbook

## **VPK Appendix 2019-20**

### **Admissions**

The VPK program at Community Leadership academy is open to all families.

Priority for admission to the K4/VPK class will be given to students in the following order:

- students currently enrolled at CLA
- siblings of students currently enrolled at CLA
- students who are enrolling in the wrap-around program in addition to VPK

Acceptance into the VPK program does not guarantee acceptance into other CLA programs, including kindergarten. Families must complete the new family application process to enroll in kindergarten if they have participated in VPK only or do not have other siblings already enrolled in the program.

Following the VPK program, priority for admission into the kindergarten program at CLA will be given to students in the following order:

- students currently enrolled in the wrap-around program in addition to VPK
- students currently enrolled in the CLA VPK program who are siblings of students currently enrolled at CLA
- students currently enrolled in the CLA VPK-only program (without wrap-around)
- siblings of current CLA students who were not enrolled in VPK at CLA

### **Attendance**

All VPK parents must verify student attendance each month on the forms prescribed by the Office of Early Learning.

Regular attendance of the classroom days at CLA is critical, due to the limited time our teachers have to share new academic concepts with the students. Therefore, we strongly encourage parents not to schedule medical, dental or any other appointments during these days. Students with excessive absences will be placed on academic probation. Students who are on academic probation risk not being asked to return for the next school year. Students should be on time each morning so they have time to prepare and organize their belongings for the academy day.

### **Homework**

All VPK students will have homework assigned each week that will be due on Monday. Please review the "Lesson Plans/Homeschool Work" section of the family handbook for further details.

### **Parent Responsibilities**

Please review the family handbook for a complete list of parent responsibilities. The following policies apply specifically to VPK parents.

All VPK parents must verify student attendance each month on the forms prescribed by the Office of Early Learning.

Parents of students enrolled in VPK hours only (and not in the wrap-around program) are allowed, but not required to volunteer in the classroom for their VPK student. If you wish to volunteer, visit the classroom, eat in the lunchroom, or attend a field trip, you must have a background screening done as outlined in the Background Check section of this handbook. Parents of students enrolled in the wrap-around program are still required to fulfill parent partner responsibilities as outlined in this Family Handbook.

We request that parents attend all Parent Fellowships, the Run the Race event and the Annual Leadership Banquet. However, parents of students only enrolled in VPK and not the wrap-around program will not be fined if a meeting is missed.

Parents are also responsible for checking their child's homework and ensuring it has been completed properly by checking and initialing it.

For VPK-only parents we request that you participate in fundraising activities to the best of your ability. Our desire is for all families to do their part in order to raise money for our school, but there will be no fundraising requirements for VPK only families.

### **Dress Code**

Students enrolled in the VPK wrap-around program are required to abide by the full dress code. Students enrolled only in VPK hours are not required to wear school uniforms. However, all students should dress in a manner to promote modesty, respect, and cleanliness; and reflect a standard of excellence. The following dress code rules still apply.

- No sandals, clogs or open toe shoes, are allowed. No shoes with more than a 1" heel and no shoes with wheels or lights. Boots may be worn only with pants.
- Athletic shoes and socks must be worn for PE.
- No hats are to be worn inside the building. This includes bandanas.
- When attending a school sponsored water activity all bathing suits for girls must be one-piece, full-length tankini or a dark colored t-shirt must be worn over the suit.
- Nail polish is allowed. No fake nails or decorations.
- Boys may not wear earrings while representing the school in any capacity. Girls may wear two earrings in each lobe of ear.
- Body piercing and tattoos are not permitted.
- Unobtrusive necklaces, rings, and watches may be worn. No choker necklaces.
- Hair should be worn in an appropriate, tasteful, non-distracting style. No spiked hair.
- Boys hair not to touch collar, go past ½ of ear or touch eyebrow.
- No unnatural or bleached hair colors.

**Statement of Faith**

By signing this VPK appendix, parents are acknowledging that they have read the CLA Statement of Faith provided in the Family Handbook and understand that CLA teaches students according to this statement of faith.

We have **read, understand** and **agree to abide by** the Family Handbook VPK Appendix. We will do everything in our power to help our family follow the rules and policies set forth in this handbook appendix.

Father's Name Printed: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ date: \_\_\_\_\_

Mother's Name Printed: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ date: \_\_\_\_\_

Please print the **entire VPK appendix** and return this original to the academy office before or during the first week of the academy year.