



September 17, 2009

Dear Providers,

Thank you to everyone who participated in the VPK/Preschool Leadership Preconference and VPK/Preschool Conference on September 11-12, 2009. We have received a tremendous amount of communication stating how valuable the preconference and the conference was and that the presenters were very knowledgeable.

### **Attendance Rule**

The new Attendance Rule is all but finalized. It is to be implemented at this time. Attached is the final draft that will be finalized.

**Payment for Attendance** – We notify you of how you will be reimbursed for payment of absences. You set your school's attendance policy. Please **do not** refer parents to us regarding your policy or how many days their child can be absent. **It is your responsibility to explain your attendance policy to your parents.**

### **Substitute Rule**

The Substitute Rule is final and you need to put a system in place to track the substitutes you use and in which class. Please read this rule carefully. You are also supposed to send Family Central appropriate documentation for substitutes you use. This information will be part of a VPK audit in the future.

### **Certificates of Eligibility**

When a parent/guardian is submitting a green certificate to you, please confirm that the birth date is appropriate for school year 2009-2010 (birth date range: September 2, 2004 - September 1, 2005). The VPK staff makes every attempt to only approve children who have appropriate birthdates. However, with over 14,000 certificates issued, there is a slight chance that a child who is too young or too old may slip through. Please help us to ensure that only appropriately aged children are enrolled. This will help protect you from accepting a child who is not eligible as well. Please immediately notify your VPK Registrar if you have such a situation. Thank you for assisting us with this process.

Sincerely,

*Carol Wasserman*

Vice President - Voluntary Prekindergarten & Special Projects

The logo for Family Central, Inc. features the word "familycentral" in a lowercase, sans-serif font. The word "family" is in blue and "central" is in green. To the right of "central" is a small graphic of a house with a chimney.

840 SW 81st Avenue

North Lauderdale, FL 33068

Phone/Fax: (954) 724-3928

[cwasserman@familycentral.org](mailto:cwasserman@familycentral.org)

[www.familycentral.org](http://www.familycentral.org)

**"Changing lives for a lifetime"<sup>SM</sup>**

*Family Central, Inc. is a tax-exempt, not-for-profit organization as described in Section 501(c)(3) of the Internal Revenue Code*