

THE  
VILLAGE  
CHARTER  
SCHOOL

101 SULLIVAN WAY, TRENTON, NJ 08628 / (609) 695-0110 / FAX (609) 695-1880

*Mr. Dale Caldwell*  
*Chief of School*

*Mrs. Keoke Wooten-Johnson*  
*Principal*

## VCS Early Pickup Letter

Dear Parents/Guardians:

The Village Charter School emphasizes the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic early pickup as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students maximize the use of the entire class time. The last class period ends at **3:36 p.m.** Effective immediately; parents will not be able to pick students up after **3:10 p.m.**

Early Pickups are excusable by a school official under the following circumstances:

- 1. Illness of the student**
- 2. Student has a doctor/dentist appointment.**

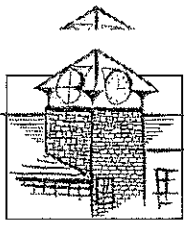
A note from a doctor/dentist will be required the following day to verify the above.

**Please note any assignments or class work the student's misses during the time of dismissal could and will affect the student's final grade.**

Thank you,

Faye Jackson  
Administrative Assistant to the Principal

**Should you have any questions regarding this issue, please call me at 609-695-0110 ext 2.**



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## VCS Tardy Letter

Dear Parents/Guardians:

The VCS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of VCS's standard of excellence. In our school instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem.

**Please note that 5 days tardy is equivalent to one day absent; continued infractions will result in additional consequences, including possible retention and referral to the Judicial system.**

Thank you for your support in ensuring students maximize use of class time and learn to be punctual. School begins at **8:15 a.m.** beginning the day promptly is important and demonstrates commitment to success.

Tardiness is **unexcused** even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all **unexcused**. Tardies are only excusable by a school official under the following circumstances:

1. Student has a doctor/dentist appointment
2. Illness of the student
3. Court appointment

**A note from a doctor/dentist will be required the following day to verify the above.**

Donna Wellons  
Parent Liason

**Should you have any questions regarding this issue, please call me at 609-695-0110 ext 2.**