



8501 Cleary Boulevard
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www.andoveracademy.net

Communication Policy 2021/22

Due to the COVID-19 Pandemic, we haven't had the normal interactions with parents that we used to. Parents picking up their students and talking with the teacher in the classroom is something we haven't done for a LONG time now! We miss interacting with our parents and we realize how frustrating it is not being allowed in the building.

Considering this current situation, we are utilizing tools to help us communicate with our parents directly. Remind (<https://www.remind.com/>) is what we have used during last school year to engage with our parents. We also use Procare (<https://www.procaresoftware.com/child-care-app/>) for certain school-wide announcements and messages.

Our teachers and staff are VERY busy and get inundated with messages, we want to ensure that their attention is on their STUDENTS and NOT on their phones/tablets. Please be cognizant of this if you are waiting for a response. We will try our best to get messages answered within 24hrs.

We also will continue to be doing virtual parent/teacher conferences via DialPad (formerly UberConference) (<https://meetings.dialpad.com/>) and for special events we will primarily use Zoom (<https://zoom.us/>) so family can view our parades, Easter Egg hunts, Holiday shows, and of course Graduation.

We also STILL use phones! You can reach us at 954.577.9701, we know its primitive technology and more and more of our parents prefer to text/email us but sometimes it is the best way to communicate 😊

For changes in contact info (new address, phone, emergency contact updates, etc.) please email info@andoveracademy.net

<https://www.facebook.com/AndoverAcademy>
<https://twitter.com/andoveracademy>
<https://www.instagram.com/andoveracademy/>



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NO NUT POLICY



Our aim is to provide a safe learning environment for all our students. To support this, Andover Academy is designating your child's school as "nut-free". This policy aims to increase our community awareness to minimize the risk for children with documented allergies to nut products. Our school has developed and will maintain a whole-school action and implementation plan when dealing with students who have critically life-threatening allergies.

WHY? Anaphylaxis is a severe form of allergic reaction which is potentially life-threatening. It can be fatal within minutes; either through swelling that shuts off airways or through a dramatic drop in blood pressure. There are many causative agents for anaphylaxis with nuts often being the precipitative factor. Anaphylaxis is preventable. Avoidance of specific triggers is by far the best option. Management is via immediate injection of epinephrine and emergency transport to the hospital.



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Allergy to peanuts appears to be on the rise in children. According to a FARE-funded study, the number of children in the U.S. with peanut allergy more than tripled between 1997 and 2008. Studies in the United Kingdom and Canada also showed a high prevalence of peanut allergy in school children.

Based on recent studies, an estimated 25-40 percent of people who have peanut allergy are also allergic to tree nuts. In addition, peanuts and tree nuts often come into contact with one another during manufacturing and serving processes. For these reasons, allergists usually tell their patients with peanut allergy to avoid tree nuts as well.

Trace amounts of peanut can cause an allergic reaction. Casual contact with peanuts, such as touching peanuts or peanut butter residue, is less likely to trigger a severe reaction. Casual contact becomes a concern if the area that comes into contact with peanuts then comes into contact with the eyes, nose or mouth (for example, a child with peanut allergy gets peanut butter on her fingers, and then rubs her eyes).

What does this mean for me?

- Your child's classroom will remain a "peanut/nut-free zone." Please do not send in any food items to be consumed in the classroom that contains peanuts, nuts, peanut butter, nut butters, or peanut products.
- This includes almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts
- Read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts" or "processed in a facility that processes products that contain peanuts/nuts." Food labels and ingredients change over time, so always read the label each time before purchasing snacks.
- NO HOMEMADE TREATS MAY BE BROUGHT INTO THE CLASSROOM. All treats/snacks brought to the classroom must have an ingredient label.

Days and Hours

Andover Academy is open from 6:45 a.m. to 6:15 p.m., Monday through Friday with the exception of the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the holiday falls on Saturday – school will be closed Friday.

If the holiday falls on Sunday – school will be closed Monday.



TUITION AGREEMENT

There is an annual non-refundable registration fee of \$85.00. At the time of registration the first and last week's prepaid tuition will be due. Parents are required to give the school two weeks notice of withdrawal in writing, prior to your last two weeks of attendance. Failure to notify the school will result in the forfeiture of your last week's prepaid tuition.

Tuition is due on the Friday prior to the week of care. If payment is not received by Monday evening*, there will be a late charge of \$20.00 per day. If the week ends and the tuition is not paid, the child may be withdrawn from the program and a re-registration fee charged if a space is still available. There will be an annual cost of living increase in tuition each August.

Tuition is based on your child's enrollment, NOT the number of days he/she attends. Therefore, full tuition is due even if your child is absent or when school is closed for holidays, weather, emergencies, etc.

During the year, (August to August) Andover Academy allows three (3) weeks for vacation or illness at half the regular weekly tuition. This is for our full time programs only as stated on page 7 under vacation. This enables us to hold your child's enrollment in his/her class while we continue to provide the very best educational program available. These three weeks must be taken in weekly increments Monday-Friday.

Siblings enrolled in our full-time programs are given a 10% discount for the oldest sibling. If a check is returned, there will be a \$45.00 fee charged. We will then require that tuition be paid in cash for a period of three months thereafter.

Parents must inform the office if your child is expected to be out for more than two weeks. Failure to inform us will result in cancellation on your enrollment and a re-registration fee charged if a space is available.

Andover Academy follows the Broward County School Year start week.

***online payments need to be made by 7pm EST on the Monday payment is due or a late fee will be applied. If a student is picked up AFTER 7pm EST a late pickup fee AND a late payment fee will be applied if payment wasn't already submitted. Only a late pickup fee (see p. 7) will be applied if a student is picked up AFTER 6:15pm but BEFORE 7pm.**