



8501 Cleary Boulevard  
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[www.andoveracademy.net](http://www.andoveracademy.net)

## 2022/2023 Addendum Agreement

June 26<sup>th</sup> 2022

The following policies are either new or verbiage has been changed/alterd/edited for the 2022/2023 school year. Please read and review – a signature is required for your student to be enrolled for the upcoming school year.

- Communication Policy\*
- Drop Off/Arrival Time
- Tuition Policy
- Nutrition Guidance
- Part-Time Pickup
- Referral Credit
- Payment Options
- Holiday Break (2022/2023)
- Lunch Orders\*

### I. **Communication Policy\***

- a. We will try our best to respond to messages sent via email ([info@andoveracademy.net](mailto:info@andoveracademy.net)) or via Remind within 24 business hours.
- b. Messages **sent** via Procare **WILL NOT** be read or responded to as notifications are not working for staff/admin.
- c. \*Effective Immediately as per the April 2022 Newsletter
- d. Please have balance inquiries sent 24hrs to [info@andoveracademy.net](mailto:info@andoveracademy.net) before an attempted transaction. Please note that it can take up to 24hrs for a transaction to be recorded depending on method of payment used.

### II. **Drop Off/Arrival Time**

- a. All students **MUST** arrive by 9am with the exception of Infants. Please inform us of any appointments 24hrs in advance so we can prep our teachers/staff.
- b. If you are not able to drop off by 9am please let us know so we can arrange a schedule where your student can participate in the daily activities.



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### III. Tuition Policy

- a. Please note that the new verbiage from our 2021/22 addendum regarding WHEN online payments can be made before incurring a late payment fee will NOW be enforced. Payments made after 7pm EST on the day tuition is due will incur a late payment fee.
- b. As communicated in our January 2022 Newsletter (<https://www.andoveracademy.net/wp-content/uploads/2021/12/Newsletter-JAN-2022.pdf>) we will no longer be accepting mailed payments because of issues with USPS. We no longer have the bandwidth to track down lost payments and we know its not the fault of our parents/families, but we need to secure funding in order to best serve our students and we cannot accommodate for delays.
- c. Please inform us via email ([info@andoveracademy.net](mailto:info@andoveracademy.net)) if you are choosing to use an eligible absent/vacation week. We have parents/families who plan to vacation at a certain time and have budget allocated for a specific timeframe and even if their student is out sick wish not to utilize their absent/vacation weeks until that predetermined/planned timeline.
- d. If paying online and there is an error, you need to provide a screenshot showing the error/failure with a timestamp included in the screenshot and email it to [info@andoveracademy.net](mailto:info@andoveracademy.net) at the time of the error/failure so we can confirm the error/failure. A late fee will be waived if we can verify the error/failure.

### IV. Nutrition Guidance

- a. Please include a fruit AND vegetable (usually from the produce section/aisle if shopping in a supermarket) in your student's lunch. Fruit snacks – even made with “real fruit juice” do not count as a fruit. We will urge students to eat the main portion of their meal and their fruits and vegetables BEFORE they eat junk food (if provided). We know many students refuse to eat certain foods, please try and experiment with different fruits and vegetables and our teachers will relay with you on which fruits/vegetables they are eating in class.
- b. We will try our best to give feedback on what our students are eating and enjoying, it is common at the preschool age for students to be picky eaters but we also will try to ensure that they pick up healthy habits and receive proper nourishment.



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- c. We will be contacting parents who habitually provide lunches that do not adhere to our nutrition guidance. Please refer to p.11 and 18-19 of your Parent Handbook.

**V. Part-Time Pickup**

- a. Please note that starting for the 2022/23 school year in an effort to streamline our dismissal procedures our half-day program will now end at 12:00pm instead of 12:15pm.

**VI. Referral Credit**

- a. A \$125.00 Credit will be applied towards tuition if you refer a family/student, once that family/student has been enrolled and their account is in good standing after 3 months.

**VII. Payment Options**

- a. We will no longer accept mailed payments for the 2022/23 School Year – please see Tuition Policy (section b) for a full explanation.
- b. Our payment options can be found on our website at this link – [www.andoveracademy.net/payments](http://www.andoveracademy.net/payments)
- c. Please DO NOT attempt to pay via the Procure application, there is an error that they are trying to resolve (we will keep you updated!). IF you wish to pay online, please follow the instructions via [www.andoveracademy.net/payments](http://www.andoveracademy.net/payments).
- d. Returned Check Fees apply to all payment options: ACH Andover AutoPay, Credit Card (chargebacks), Online Payments, etc.
- e. Andover AutoPay (ACH) will process on the Monday payment is due (if a Holiday falls on the Monday, it will process the Tuesday).
- f. Andover AutoPay (ACH) accounts who elect to pay monthly will be charged for the number of Mondays in a specific month (please note some months have 5 Mondays)

**VIII. Holiday Break (2022/2023)**

- a. Please note that since Broward County Public Schools will not recess until late this year for the Holiday Break we will be CLOSED on Monday December 26<sup>th</sup> and Tuesday December 27<sup>th</sup> but OPEN on Friday December 23<sup>rd</sup>
- b. We will be CLOSED on Monday January 2<sup>nd</sup> and Tuesday January 3<sup>rd</sup> THIS YEAR to keep consistent with the Broward County Holiday Break.



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- c. To recap: We will be OPEN the Wednesday, Thursday, and Friday of the first and second week of BCPS Holiday Break but CLOSED the Monday and Tuesday of the first and second week of the BCPS Holiday Break.

**IX. Lunch Orders**

- a. Lunch Payments MUST be accompanied with an order form – Lunch Order forms can be printed out and circled or be fulfilled online.
- b. We will provide a lunch for students who do not have a lunch. If paying for a lunch that was already fulfilled there will be a special late/missing lunch form that needs to be filled out.
- c. Lunch orders MUST be made in advance – the very last day to order lunches is on Wednesdays for the following week – so to get lunches for the week of the 26<sup>th</sup> the order needs to be made by the 21<sup>st</sup>. Pizza Days (Fridays) can be ordered the week of but must be submitted by the Wednesday.