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www.andoveracademy.net

2023/2024 Addendum Agreement

August 14, 2023

The following policies are either new or verbiage has been changed/alterd/edited/emphasized for the 2023/2024 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
- Payment Options
- Holiday Break (2023/2024)
- Lunch Orders/Subscriptions
- Birthdays
- Labelling
- Signing In/Out

I. **Communication Policy***

- a. We will try our best to respond to messages sent via email (info@andoveracademy.net) or via Remind within 24 business hours.
- b. Messages **sent** via Procure **WILL NOT** be read or responded to as notifications are not working for staff/admin. This has been communicated before (since April 2022 and in the 22/23 Addendum).
- c. Please have balance inquiries sent to info@andoveracademy.net – you will receive a response within 24 business hours. Please note that IF a transaction is made in between the email and the response, it might not be reflected in the statement sent.

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.



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- 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.
- c. Our VPK attendance policy supersedes this addendum as VPK regulations are covered in the VPK manual. Section 2B of the addendum does not cover VPK students.
- d. **Habitual tardiness will result in withdrawal of your child.**

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) 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 child 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 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. Internet connection failures, device malfunctions, etc. will NOT excuse a late payment fee.

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



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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.
- 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.
- d. Food Preparation - Please peel fruits and cut meat so your children can eat it during lunch/snack. It is very strenuous on our teachers peeling/cutting multiple students' lunches/snacks in addition to preparing/cleaning the lunch table, cleaning mats, helping with students on the potty, tying shoes, opening containers, etc. How you send the lunch to school is how your child will eat it! We don't want our students to choke! We will refill water bottles, but PLEASE have their water bottles filled before they arrive to school—Thank You!
- e. Milk and Water ONLY – No Juice!
- f. Please limit the amount of food containers. For example – instead of having a Grapes Container, an Oranges Container, a Mango Container – combine these into one Fruit Container.

V. Payment Options

- a. We no longer accept mailed payments as of 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
- 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.
- d. Returned Check Fees apply to all payment options: ACH Andover AutoPay, Credit Card (chargebacks), Online Payments, etc.



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- e. Andover AutoPay (ACH) are run on the weekends but **will be processed on the Monday payment is due** (if a Holiday falls on the Monday, it will process the next business day). Banks vary on when the funds are taken from your account, but we process on Mondays.
- 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)

VI. Holiday Break (2023/2024)

- a. We will be CLOSED on Monday December 25th and Tuesday December 26th
- b. We will be CLOSED on Monday January 1st and Tuesday January 2nd
- 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.

VII. Lunch Orders

- a. Lunch Payments MUST be accompanied with an order form if you are not subscribed – Lunch Order forms can be printed out and circled or be fulfilled online.
- b. Lunch Subscription Forms are available online and in the office. We have a Pizza Subscription Form and a Lunch Subscription Form.
- c. 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.
- d. 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 26th the order needs to be made by the 21st. Pizza Days (Fridays) can be ordered the week of but must be submitted by the Wednesday. **To CANCEL lunches, we need to know by the Wednesday before as well, you are free to come to the school and pick up a lunch that was ordered.**



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VIII. Birthdays

- a. Please provide us with at least 2 weeks notice if you are planning a party for your child in the classroom. Many students have similar birthdays and we try our best so we don't have multiple birthdays in one day.

IX. Labeling

- a. All clothes, bags, lunch boxes/containers, diapers, water bottles, sippy cups, etc. **MUST** be labeled with the student's name.
- b. You will be notified via Remind and/or email if items are not labeled with a warning
- c. After a warning is issued, a \$5.00/day fine will be applied for each day item(s) are not labeled.

X. Signing In/Out

- a. Please ensure that you have successfully signed in and out by waiting to get the sign in/out confirmation message on your mobile device. Please be aware that tapping on "done" does not mean the sign-in/out went through (depending on your data/wifi connection) you need to receive the sign-in or sign-out successful message.
- b. If you are having issues signing in/out, please ask an administrator for assistance.
- c. We will be monitoring for parents/family members who habitually do not sign in/out. A \$5.00/instance fine will be applied after a warning is issued. The warning email will come after we observe multiple instances of not signing in/out.
- d. Parents/Family Members who do not have a mobile device, has issues with their mobile device, forgot their mobile device, has an incompatible mobile device, etc. will sign out with an administrator.