

## POLICY AGREEMENT

### SCHOOL CLOSINGS & EARLY CLOSING

Initial: \_\_\_\_\_

New Year's Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving & the day after, Christmas Day.  
Early closings: the day before Thanksgiving at 4pm, Christmas Eve at 1pm, New Year's Eve at 4pm.  
*\*Tuition is NOT adjusted for scheduled days off, emergency closings/weather and/or child absence due to illness.*

### SECURITY DEPOSIT & ENROLLMENT CONTRACT

Initial: \_\_\_\_\_

Upon enrollment, you agree to an initial contract of 3 months of enrollment. This allows your child a proper introduction to the STEM Academy curriculum. This includes a one month security deposit, plus a \$100 registration fee (non-refundable). This secures enrollment.

### TUITION

Initial: \_\_\_\_\_

Tuition is due by the 25th of every month, electronic debit only. If tuition is not received by this date, a \$50 late fee will be applied to your account. If tuition is not received by the 30th of the month, care will be suspended until all fees are paid in full.

### SUMMER CAMP TUITION

Initial: \_\_\_\_\_

Infants and toddlers remains monthly while children 3 years and older will have the option to choose their summer camp weeks. Tuition will be based on a weekly price. More information will be available in the Spring.

### SIBLING DISCOUNTS

Initial: \_\_\_\_\_

Families with more than one child enrolled at the same time will receive a sibling discount of 10% off the least expensive tuition. Families who enroll 3 or more will receive 10% off the second child and 20% off the third child. Discounts will be applied from the least expensive tuition. Tuition discount offers may not be combined and may not be applicable to all programs.

### BREAKFAST/SNACKS

Initial: \_\_\_\_\_

Snacks are served at 8:30am, 3pm, and 5pm. STEM offers dry cereal for breakfast. In the afternoon and early evening, STEM offers fresh fruit and/or dry snacks. Although we are a peanut/tree nut free facility, parents of children with food allergies are expected to contact the office in order to agree upon the child's snack.

### LUNCH

Initial: \_\_\_\_\_

Lunch may be purchased for an additional \$6 per day. You may pick and choose the days you would like to order. Lunch includes a main entrée, a side & milk or water. If you do not purchase lunch, you must provide your child with a peanut/tree nut free lunch. If lunch is not provided, lunch will be purchased at a cost to you of \$6. More details in the parent handbook.

### WITHDRAWAL POLICY

Initial: \_\_\_\_\_

If you plan to withdraw your child from STEM Academy, you must provide a 45 day written note/email stating the child's last day. STEM Academy has the right to charge you one (1) month tuition for not properly giving advanced notice (unless an emergency arises and proof is provided).

### BACK TO SCHOOL NIGHT/PARENT/TEACHER CONFERENCE

Initial: \_\_\_\_\_

Families with children 3 years and older will have the opportunity to attend our Back to School Night. During the school year, STEM Academy will offer 2 formal parent/teacher conferences. Signup sheets will be made available 2 weeks prior. If at any time the family or the teacher would like to request a meeting, please feel free to contact the teacher/family.

### SUMMER CAMP/HOLIDAY BREAKS

Initial: \_\_\_\_\_

STEM Academy will offer summer camp from the first Monday after the last scheduled school day until the last week in August. Summer camp is a separate enrollment with an additional cost.

### OUTSIDE TIME

Initial: \_\_\_\_\_

Children who attend school at STEM Academy are expected to be able to fully participate in the daily schedule which includes outside time and are expected to play outside according to state childcare regulations. Any child who has requested to not participate in outside activity due to weather or illness should remain home until they are able to fully participate.

### SICK POLICY

Initial: \_\_\_\_\_

As per the parent handbook if your child has any of the following symptoms, they will be excluded from care during such time: children with a fever of 101 Degrees Fahrenheit or higher; brown/green/yellowish discharge from eyes, nose and/or ears; vomiting and/or diarrhea for any length of time. Any child who is out sick for 3 days or longer requires a doctor's note to return. Flu Shots are required by NJ State Regulations.

### PARENT HANDBOOK

Initial: \_\_\_\_\_

STEM Academy for Young Kids Parent Handbook is located online for your convenience. If you should want a hardcopy, please feel free to ask the Director.

Administration Signature

Date