



Addendum to Parent Handbook

This is an agreement made between A Step Ahead Learning Center and its parents. Please read this document in full. Pay special attention to the following categories.

Tuition Fees – All tuition payments are due on the Friday before services are rendered. Full tuition is due regardless of attendance. A late charge of \$25 will be posted to your account on Tuesday if payment is not received by Monday 6:30 p.m.

Attendance – In order for children to receive the full benefit of our structured academics, we implore parents to have their children in at the time specified by each age group. Children will not be admitted after 9:30 a.m. without a doctor’s note or prior authorization from the assistant director.

Late Pick-up Policy – Due to covid-19 we have staggered dismissal times per age group. Late pick up fines will be imposed per child if your child is not picked up by the scheduled pick up time. Late pick up fines must be paid when the child is picked up or no later than the next scheduled day.

Illness and/or Injury – All parents must check your child’s temperature daily before bringing them to school. Health check will be made upon arrival at front door of the building. Please adhere to incubation periods to assure that communicable diseases are not passed from child to child at the center. A Step Ahead Learning Center cannot be held liable for your child becoming sick.

Parental Notification of Illness and Injury – We will notify parents when children are sick and injured. If your child is feeling a little under the weather, please keep your child at home. If medication is to be given at school we only give once a day at 12:00 p.m.

PPE - All children and adults 3 years and older must wear a mask when entering the building. If your child does not have one when entering, one will be given to him/her and your account will be charged.

Electronic Devices / Personal Belongings – A Step Ahead Learning Center will not be held responsible for lost or stolen items. All belongings should be labeled. We do not suggest that any expensive devices be brought to the center. **Do so at your own risk.**

Meals - Children who have special milk must bring their milk daily in a thermos with the child’s name on it. Lunches must be kept in thermal containers to keep food warm and/or use ice pack for food that needs to be kept cool. Lunch boxes will be kept in your child’s class to prevent cross contamination in the kitchen.

The Parent Handbook contains important information about the company and I understand that I should consult the Administrative Office regarding any questions not answered in the handbook.

I have received a copy of the updated Parent Handbook on the date listed below. I understand that I am expected to read the entire handbook. I understand that this form will be retained in my child’s personal file.

Signature of Parent

Date