



8501 Cleary Boulevard
Plantation, FL 33324
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www.andoveracademy.net

2024/2025 Addendum Agreement

August 5, 2024

The following policies are either new or verbiage has been changed/alterd/edited/emphasized for the 2024/2025 school year. Please read and review – a signature is required for your student to be enrolled for the upcoming school year.

- Parking
- Sick Policy
- Nap Time
- Absent/Vacation Credits
- Birthdays
- Signing In/Out
- 22/23 and 23/24 Addendums

I. **Parking**

- a. The overhang area is reserved for parents of students who are enrolled in our infant program. If your student is enrolled in our Young Toddler, Toddler, Preschool, or VPK programs please park in a parking spot. If it is raining you may park in the overhang area.
- b. When parking in the overhang area, please park on the far side as the side closer to the main entrance is reserved for fire/ambulance.

II. **Sick Policy**

- a. If your child is feeling better and is no longer exhibiting the symptoms that triggered the sick policy, the student can return after 24 hours. The 24 hours start once the student is picked up. The sign-out time is when the 24 hours begin.
- b. Once you are called because of a sick policy, the student must be picked up within one (1) hour – please remember any authorized pickup can pick up the



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student and we encourage you to keep a sufficient and updated authorized pickup list for these specific situations.

III. Nap Time

- a. Our nap time is from 12:30pm – 2:30pm. NO STUDENT will be admitted during these hours.
- b. Please notify us in advance if picking up during nap time, depending on the time we may not put the student down for nap time or begin waking up the student earlier than normal.

IV. Absent/Vacation Weeks

- a. Please email info@andoveracademy.net if you would like to use one of your absent/vacation weeks
- b. Absent/Vacation week credits will be applied once it is confirmed and verified that the student was out for that week.
- c. IF canceling lunches, you must email your absent/vacation request in time before the lunch order is due if you are on a lunch subscription plan.

V. Birthdays

- a. Please provide us with at least 2 weeks notice via email (info@andoveracademy.net) 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.

VI. 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.



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- 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.
- VII. 2022/23 & 2023/24 Addendums
- a. Please read and acknowledge the 2022/23 (<https://www.andoveracademy.net/wp-content/uploads/2022/06/Addendum-22.23.pdf>) and 2023/24 (<https://www.andoveracademy.net/wp-content/uploads/2023/08/Addendum-23.24.pdf>) addendums
 - b. By signing the 2024/25 addendum, you also agree to the 2022/23 and 2023/2024 addendums.