

HANDBOOK HIGHLIGHTS

Registration Fee: _____

- Center hours 7am-4:30pm (*see director for VPK hours)
- The Carter Academy wears uniforms Monday-Thursday and normal clothes on Fridays. (Red/Navy/White/Light blue polo shirts; Navy/Khaki Bottoms; For girls, Navy uniform dresses are allowed)
- ALL students must arrive by 9:00am (Our learning day begins promptly at 9a)
- Breakfast is served UNTIL 9am [no food is allowed in after this time]
- Center closures are posted and copies are available in the front pocket of sign in book.
- Tuition due on MONDAY. A **\$25** late fee will be applied for each day after
- Children will not be accepted the next week if tuition is past due
- **\$40** NSF Check fee for checks that do not clear
- Late pick up is **\$25** after the center closes. Fee is due the next business day
- Parents must sign child in/out daily NO INITIALS
- Children on SR Voucher must not have more than 3 unexcused absences a month
- Please bring in doctor's notes when child is absent due to appointments or illnesses
- Children 5 and under MUST maintain updated Immunizations & Physicals (this includes kindergarten students who attend TCA before/after school)
- We are mandated DCF reporters- we must report any marks/bruises/signs of abuse
- Emergency pick up required when there are signs of illness (diarrhea/fever/vomiting)
- An accident report will be written if child is hurt (parent notified by phone/text if urgent)
- Emergency contacts listed on DCF form must be 18 years or older and ID is required.
- If you wish to add temporary contacts/pick ups, an Authorization For Pickup card must be completed and placed in the child's file
- Children MUST wear enclosed shoes such as sneakers (no sandals, flip flops or crocs)
- We usually follow St. Johns County Public Schools for closures due to emergency weather conditions

Supplies: An extra clothes, blanket (optional), sleeping mat immunization record, physical, *SR voucher, if applicable