

# MOST IMPORTANT PAGE IN THE ENROLLMENT PACKAGE

Although we try to make our parent policies as concise as possible, we know many families are busy and do not go over them in full, so here is a short list of policies that are often overlooked. Please note that it is still the responsibility of each family to read AND sign the entire Parent Policies Handbook. **This list is not exhaustive and does not replace the Parent Policies Handbook.**

## **DAILY INFORMATION**

- We are open from 7 AM – 6:30 PM. Children MUST be dropped off by 9:30 AM at the latest to avoid interrupting classroom learning. Parents MUST walk their child INSIDE of the school. Late pickup after 6:30 PM is charged at \$1 per minute.
- Uniforms are MANDATORY and are sold at the front desk.
- It is the PARENT’S responsibility to order or provide meals (snacks and lunch) for their child.

## **TUITION**

- Weekly tuition is DUE the Friday BEFORE the week starts. Tuition is considered late after Monday close, and a \$20 late fee will be added. Students will not be allowed to attend if there is past due tuition.
- Monthly tuition is DUE the Friday BEFORE the week of the 1<sup>st</sup> of the month. Tuition is considered late after the 3<sup>rd</sup> of the month, and a \$40 late fee will be added. Students will not be allowed to attend if there is past due tuition.
- Tuition does not change regardless of holidays or closures.
- 1 week of tuition-free vacation time (child must be out of school from Monday – Friday) is available to families that have been with Pacesetter for at least 6 months and whose tuition balance is current.

## **HEALTH & SPECIAL NEEDS**

- Please do not bring your child to school if he/she is sick – we want to avoid other students/staff becoming infected. Your child will be sent home and you will have to pick him/her up immediately. If your child is out of school an entire week (Monday – Friday) AND has a doctor’s note, a 50% off tuition credit for that week will be provided.
- Pacesetter Academy has no special training or adequate staff to handle children with special needs. Special needs will be considered on a case by case basis and we will do our best to make appropriate arrangements and accommodations.

## **WE HOPE THESE NEVER HAPPEN, BUT...**

- In response to cases of severe misbehavior in which a student violates school policies, rules or regulations, PSA administration may suspend the student from school.
- A child may be expelled from Pacesetter Academy due to (but not limited to) the following reasons: continuous poor behavior or hurtful actions, putting staff or other children at risk, harming school property, a child’s parent threatening or intimidating staff members, failure to pay or habitual lateness in payment, failure to complete required forms or any other non-adherence to the Parent Policies, verbal abuse from a child’s parent (including, but not limited to, cursing and insulting), etc.
- If you wish to leave Pacesetter Academy, we will be very sad, but please note there is a required TWO-WEEK notice. Tuition will still be due for those two weeks even if you do not wish for your child to attend.

Thank you for deciding to enroll your child with us and please do read the entire Parent Policies Handbook. We are very excited to help your little one grow academically, socially, emotionally, and so much more!

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_