



This Statement of Understanding outlines the expectations, policies, and conditions associated with enrollment at Bluebrook Academy. It is designed to ensure transparency, shared responsibility, and a positive partnership between the school and our families.

Enrollment at Bluebrook Academy constitutes acknowledgment and agreement to all policies contained in this document, the Parent Handbook, and the Terms of Service published on the school's website.

## **ENROLLMENT ELIGIBILITY & SCHOOL DISCRETION**

This section explains Bluebrook Academy's right and responsibility to ensure it can provide appropriate care for all enrolled children. Bluebrook Academy reserves the right to refuse or discontinue services for any child if we determine that we are unable to provide the highest level of care required.

Bluebrook Academy is not equipped to care for autistic children or children presenting with similar developmental needs and therefore recommends specialized facilities that are better suited to support those children.

This document is a condition of enrollment into Bluebrook Academy's regular daycare program. Whether or not this document is signed, receipt of this document followed by enrollment confirms the parent's understanding and agreement to all school policies, procedures, and expectations.

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

## **PARENT CHOICE & AGREEMENT TO SCHOOL POLICIES**

This section affirms that enrollment is a voluntary decision and requires compliance with school rules. The free choice made by each parent to enroll their child at Bluebrook Academy is a cornerstone of independent education. By selecting Bluebrook Academy, parents acknowledge that they are aware of, and agree to abide by, the rules, expectations, and operational procedures under which the school functions.

Registration of a child further represents a commitment to adhere to all disciplinary procedures as outlined in the Parent Handbook and the Terms of Service available on the school's website.

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## **TUITION, FEES & FINANCIAL OBLIGATIONS**

This section outlines tuition responsibility, payment schedules, and refund policies. All fees paid to Bluebrook Academy are non-refundable and non-transferable between Bluebrook products, services, or campuses. Selection of a Bluebrook Academy campus is permanent once payment is made and cannot be changed before the completion of the applicable school year which runs from January to December.

**Credit will not be issued for:**

- Sick days
- Vacation days
- School breaks
- Withdrawal from the program
- Book fees, uniforms, meals, or extracurricular activities

Tuition is due monthly on the 15th, without exception, including months in which parents choose to vacation or when the school observes scheduled breaks as communicated by our school calendar.

Bluebrook Academy allows a 5-day grace period for the payment of your child's tuition. As of the 20th of the month at 5:00 p.m., a \$100 late fee is automatically applied to your child's account. Tuition and late fees must be paid in full before a child may return to school. Late fees are non-negotiable.

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**SCHOOL CALENDAR & OPERATIONS**

This section explains operating hours, school breaks, and service availability.

Bluebrook Academy operates year-round except for weekends, public holidays, and the following scheduled breaks:

- 1 week during Christmas Holidays
- 1 week in August (Teacher Recess)
- 1 week in November (Teacher Recess)

Optional care may be available during closures at an additional cost.

**Our Hours of Operation are as follows:**

- Regular School Hours: 7:00 a.m. – 4:00 p.m.
- Aftercare: 4:00 p.m. – 6:00 p.m. at \$5.00 per hour

Parents are billed monthly on the 15th for tuition and any aftercare used is added to this amount.

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**HEALTH, SAFETY & LIABILITY**

This section prioritizes child health and clarifies parental responsibility.

Children who are unwell are not permitted to attend school. Children presenting with contagious symptoms (including coughs, colds, sneezing, or fever) will be sent home.

Parents acknowledge that they are responsible for all tuition payments regardless of absence due to illness.

Parents further agree not to hold Bluebrook Academy responsible for injuries, sickness, or medical expenses incurred during school hours or field trips.

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**AGES SERVED, RATIOS & CARE STANDARDS**

This section outlines program structure and staffing ratios.

Bluebrook Academy provides care and education for children 3 months and older.

**Caregiver-to-child ratios:**

- Nursery (3 months – 1 year): 1 caregiver : 5 children
- Tumblers (1 – 2 years): 1 caregiver : 10 children
- Toddlers (2 – 3 years): 1 caregiver : 10 children

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## SECTION 7: MEALS & FOOD POLICY

This section clarifies meal services and parent options.

- Lunch is provided at \$4.00 per day
- Breakfast is not provided
- Parents may send food for their child
- Free microwavable options are available

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## THE SUBJECT OF PAYMENT

This section ensures transparency and accountability in payments.

Bluebrook Academy is a cash-free environment. Cash payments are not accepted. Any attempt to pay in cash will be viewed as an effort to bypass established procedures and will commence the official termination of your paid childcare services with Bluebrook Academy.

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

## PARENT CONDUCT & SCHOOL RESPECT NOTICE

This section establishes expectations for respectful parent behavior.

Bluebrook Academy is committed to maintaining a safe, calm, and respectful environment. Parents and guardians are expected to model appropriate behavior, particularly during drop-off and pick-up.

### Expected Conduct | Parents must:

- Communicate respectfully with staff
- Address concerns privately and calmly
- Follow proper communication procedures
- Trust the school's professional judgment

### Unacceptable Behavior | The following will not be tolerated:

- Creating disturbances on school premises
- Confrontational or aggressive behavior
- Public accusations or arguments
- Disrespect toward staff or caregivers
- Involving other parents in disputes

### Addressing Concerns | Concerns must be:

- Directed to management or ownership
- Addressed privately and respectfully
- Handled through appropriate channels

### Impact on Enrollment:

Initial and or repeated violations may result in the summoning of the law and or termination of your paid childcare services. The school reserves the right to withdraw services if any parent's conduct compromises safety or operations.

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

## ACKNOWLEDGEMENT & SIGNATURE

I acknowledge that I have read, received, and understand the Bluebrook Academy Parent Statement of Understanding. I agree to comply with all policies, procedures, financial obligations, and conduct expectations outlined herein and in the Parent Handbook and Terms of Service.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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