

## Parent Handbook Checklist

- Oakwood Academy operates 6:30 am – 6:30 pm, Monday through Friday
- Children must arrive no later than 10:30 am each day
- Late pick up will result in a fee of \$2 per minute after 6:30pm
- Tuition is due Friday for the upcoming week. Late fees of \$10/day will accrue beginning Monday at 12:00pm. If tuition is not paid by Wednesday, care will be terminated
- Each child receives one week of vacation per 6 months of enrollment at Oakwood. Child cannot attend when using vacation. Vacation does not accrue.
- Current immunization records are required for each child enrolled
- Cash, money order, and debit/credit cards are accepted. Payments can be made in person, online, or you can be automatically charged each week
- If your child is ill – do not bring them to Oakwood. If we call and notify you that your child is ill – they will need to be picked up within one hour and may not return until they are 24 hour symptom free or a doctor has stated they are not contagious
- If your child attends public school and we do not need to pick them up – you must notify Oakwood by 2:30 pm. Failure to do so will result in \$15 fee
- Oakwood Academy closes for inclement weather in accordance with the A.I.S.D. Full tuition is still due
- Oakwood Academy is closed for 9 major holidays each year. Full tuition is still due
- Failure to abide by Oakwood’s policies or excessive aggressive behavior can result in suspension or termination of care
- When withdrawing your child(ren) from Oakwood Academy, 1 week notice is required or you will be billed for the week

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date