



Parent Handbook



Cadence Education Mission Statement

As the premier leader in childcare and early childhood education Cadence Education champions children to grow intellectually, emotionally, socially and physically, by cultivating a lifetime love of learning.

At Cadence Education, we provide parents with an exceptional education every fun-filled day in a place as nurturing as home.

Cadence Education Core Purpose

Cadence Education is committed to being a responsible neighbor by embracing the community at large. We partner with our families to ensure peace of mind, inspiring children to flourish and grow in an exceptional, interactive environment that nurtures and promotes children's development and well-being through early education, discovery and exploration.

Cadence Education Promise

Cadence Education Promises to:

- ◆ **Respect** the rights and dignity of each child as an individual, recognizing that every child has unique abilities and interests;
- ◆ **Prepare** the foundation for a lifetime journey of learning by implementing best practices that exceed child care industry standards;
- ◆ **Encourage** children to think for themselves as individuals in an environment of compassion and community culture;
- ◆ **Instill** core values that make a difference in the lives of children;
- ◆ **Provide** children and staff the opportunity to grow and feel their own successes each and every day;
- ◆ **Network** collaboratively and cooperatively with neighborhoods, businesses and agencies...
...and to **never** lose sight of the importance of the bond we are forging together!

What is the Difference?

Partnership with Parents

Our program places a tremendous emphasis on parent communication. We know that a child's success is dependent on a successful partnership between home and school. Our program encourages parent involvement whenever possible, by utilizing our "open door policy." This policy invites parents to visit the classroom, share a meal, participate in a field trip, or just ask questions about any policy or procedure at any time. We also have several parent/student events throughout each school year; parents can find these events posted on monthly calendars, newsletters and lobby bulletin boards. Parents will receive any policy changes in writing.

We encourage our parents to be well-informed about our program and state regulations. Please feel free to ask for a copy of required state guidelines or our most recent licensing inspection. This information along with local phone numbers for the licensing office and/or protective and regulatory services is posted on a designated board in every school.

Our parent boards located in or outside every classroom keep parents informed about their child's classroom activities. Parent boards display calendars, menus and lesson plans. School-wide bulletin boards are located in each school lobby where special events, current themes and other parent information are posted. Teachers for the older children provide parents the opportunity to participate in parent/teacher conferences. Open communication is our most valuable tool in providing a high quality, successful program for our families.

Program Philosophy

Our program is committed to providing a nurturing, safe, creative and stimulating environment. We believe the key to a quality program is to provide a success-oriented experience for children. Our goal is to offer every child the opportunity to succeed daily. This is accomplished by viewing each child as an individual with his/her own unique developmental needs. We strive every day to create laughter, love and learning by providing a quality program for today's families and tomorrow's future.

Teachers and Staff

Our teachers are chosen not only for their education and prior experiences but most importantly for their love of and devotion to children. We know that to offer a quality program from preschool through elementary school is largely dependent on the relationship between teacher and child. Our staff receives on-going support training that is vital for teaching success with each child's learning process. By law, our staff and faculty must and will advise appropriate local and state authorities of any suspected child abuse regarding any child coming into our facility.

Health and Safety Policy

Our program believes in teaching healthy living. We encourage our students, from preschool through middle school to make safe, healthy decisions. Not only is this concept displayed in our curriculum but is also modeled daily by our staff, management, and school administrators. Hand-washing and personal hygiene are expected in every program.

Check In Policy- Children must be accompanied by a parent, guardian or another approved designate to and from the center. Children **MUST** be escorted into the school where it must be made known to the child's caregiver that they are present. We will assume responsibility for the child only after the child is signed in and released to a staff member. As a courtesy, please call Cadence by 9:00am if your child will not be attending for the day.

Health Requirements: Certain state health forms are required for enrollment in our program. Health statements and current updated immunization records are required to be kept in each child's file. It is the parent's responsibility to update records in accordance with each state's law. Children who do not have up-to-date required health information on file will be denied enrollment.

Meals:

- AM snack will be served from 8:15 am until 9:45 am daily.
- Lunch is served between 11am and 12:45 pm daily.
- One snack is served daily between 2:15pm and 4:00 pm.
- Menus will be posted on parent information boards in the center.
- All food meets the daily requirements set by the U.S. Departments of Agriculture and the Department of Health, Child Care Licensing Unit.
- No food/candy should be brought to Cadence from home.
- Special arrangements will be made for any child with food allergies and alternative food needs. **It is important that you advise of any food allergy that your child may have.** A Food Substitution Form will be required for any food brought in by parents as well as a doctor note.
- It is the parent's responsibility to provide formula and baby food for their child while in care at the center until they leave the Infant Suite.
- Special school approved treats must be pre-wrapped / store bought and nut free items and may be brought in for holiday parties and birthday celebrations only. All outside treats must first be checked and approved by management to ensure safety.

Immunizations:

Parents or guardian of a child enrolled in or attending Cadence Academy may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the school director and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether there are children enrolled at our facility with an immunization exemption on file

Incident Reports: In the event an incident of any significance occurs at school (social or medical), a written report will be sent home with the child. This incident report will be specific as to what occurred and what actions were taken. The incident report will be completed and signed by the staff member involved management personnel and the child's parent. A copy will be placed in the child's file and a copy will be given to the parent.

Release of Children: For security purposes, children will only be released to parents/individuals listed on enrollment records. All children are required to be signed in and out of the program daily based on any/all sign in/out systems used in the school.

Parents may designate other people to pick up their child by notifying the office, in writing, this can be via email as well. The person picking up the child will also be required to provide picture identification. Parents of school-age children for whom we provide transportation to our after-school program must let the program know if the child will not be attending the program on a certain day. This notification must be made no later than one hour prior to bus run time. Parents who do not notify the school before the bus run will be charged a fee of \$35. For the safety of the children the above rules are an important requirement of our program. A child may not be picked up by anyone who appears to be out of control physically, mentally or smells of alcohol. Any parent who fails to follow the "release of children" guidelines will be dismissed from the program.

Water Safety: During the warmer months, the schools will provide water play activities within the guidelines and regulations of the law. Water activities, depending on the school location, may include an on-site pool. Programs with pools will always have a lifeguard on duty when the pool is in use. Elementary and middle-school students who are transported to public pools as field trips will be required to have a signed swimming contract that will include restrictions. Children must always abide by their restrictions. Our program takes the responsibility of water safety very seriously.

Animal Health Safety: Some programs may choose to have on-site pets such as, but not limited to: rabbits, hamsters, fish, etc. The program staff will provide all pet care. Parent may notify the office if they would prefer that their child not have contact with the classroom pet.

Biting: Biting can be a frustrating problem among young children. All school staff is trained on preventative strategies for this issue. Biting incidents will be communicated to the parents of both children involved, in an attempt to understand and prevent this behavior. In order to ensure the safety of all children, if attempts fail to stop the biting, we reserve the right to remove the biting child from our program. If a child bites more than two times in one day, we will call the parent to remove the child from the program for the remainder of the day. Individual plans may also be implemented.

Medication: Our program will administer medication providing that all medication rules are followed:

- All Medication must have a prescription or physician's instructions (including over the counter medications which will only be given for allergic reactions per physician's orders)
- Medication must be in its original container.
- Medication will only be administered at program-appointed times.
- Medication will not be given to conceal fevers.

- All medication must have the child's first and last name, and the date (over-the-counter medication can be marked with a stick-on label located by the medication logs).
- Medication authorization forms must be signed by parent and include dosage information.
- Over-the-counter medication will be given only according to physician instructions that are in accordance with manufacturer label instructions. The designated prescribed amount for a child's age must be followed.
- No over-the-counter medication will be administered for period longer than 10 days or as indicated on label without a doctor's authorization.

Medical Emergencies: The staff with the help of local paramedics and physicians will handle all emergencies. 911 will be called for any life-threatening or serious medical emergency. All efforts will be made to contact parents or authorized contact immediately. It is the parent's responsibility to ensure enrollment records are current with correct phone numbers and emergency contact information.

Permission to Perform Minor Medical Treatment: In the event of an emergency, you hereby give the School and its employees and agents, permission to perform minor medical treatments on your child while awaiting medical help, and you hereby waive and release the School and its employees, agents, owners, members, successors and assigns from any liability in connection with any claims arising from such treatment.

Outdoor Health and Safety: Fresh air is essential to a child's well being. All children will participate in outdoor play each day weather permitting. If your child is not able to participate in outdoor activities they should remain at home. Please remember that playground play means running and climbing. Only tennis shoes or closed toe shoes are appropriate, no sandals should be worn to school.

Clothing: Please remember to dress your child for physical activity as well as painting and other crafts. Clothing should be simple and comfortable. Self-help apparel is a boost to a child's independence. Please be sure to always keep an extra change of clothes for those unexpected incidents. Early learners in the potty-training process should always have several extra items on hand. It is important to clearly mark the child's name on all items brought to school, such as jackets, sweaters, hats, gloves, blankets, and backpacks.

Naps: A rest period is vital for the physical well-being of active children. Classrooms have cots or cushioned rest mats for the child's comfort. Parents will be required to bring a fitted crib sheet for each child. (This will be secured over your child's cot for naptime). Parents are also welcomed to bring a small, labeled blanket for comfort. We will launder nap items at the school weekly.

ILLNESS POLICY:

As a state licensed facility, Cadence Academy must follow **all** Utah Department of Health Licensing Rules for Child Day Care Centers. For their own health, and to reduce the spread of communicable illness, children will be sent home if they have any of the following symptoms:

- A temperature of 100.0 F
- Have vomited and have other symptoms **or**
- Have vomited more than once in a day
- Have diarrhea (more than one incident)
- Severe coughing – getting red or blue in the face or makes a high pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing (especially in infants under 6 months)
- Yellowish skin or eyes
- Exhibit symptoms of pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch(es)
- Unusually dark, tea colored urine
- Grey or white stool
- Headache or stiff neck
- Severe itching of the body or scalp (may be a symptom of lice or scabies)

RETURNING TO SCHOOL

Children may not return to the school until:

- They have been **fever free without medication** for twenty-four hours
- The child has been symptom free for 24 hours
- **They can participate in all aspects of our Center, including outside recess time, and/or**
- They have a doctor's note stating that they have been examined, medication has been prescribed, and any period of contagion has passed.

Parents of children diagnosed with a contagious condition (ex's strep, chicken pox, ringworm, lice, etc.) are required to report back the diagnosis to the school prior to the child returning to school. Parents will be notified by a memo or email when a communicable disease has been reported in their child's classroom, or elsewhere in the Center (depending on the severity of the illness.)

If your child has other symptoms that do not require them to be isolated, or if they simply "do not feel well," parents will be called to keep them informed. The parent may decide to take the child home but will not be required to do so.

Licensing, Insurance, Practices and General Policies

Insurance: All Schools have an extensive safety awareness program along with inspections and regular maintenance of the building's playground and equipment. In spite of the precautions the Company takes to ensure the safety of the children, and school, we respect that accidents may happen. Therefore, we are insured providers of childcare which includes, but is not limited to, General and Vehicle liability and primary Child Accident Insurance.

Liability Release and Indemnification: The School maintains an insurance policy in connection with its liability for any injury, loss or damage that may occur to your child, your child's property or your property as a result of fire, theft, storm or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or you and your child's legal representatives and heirs may have against the School or any employee, agent, owner or member of the School, or any successor or assign of the School, arising from or related to any injury, loss or damage to the extent, (a) that such injury, loss or damage is not covered by the insurance policy maintained by the School, or (b) that the monetary amount of such injury, loss or damage exceeds any amount payable under such insurance policy. You also agree to be responsible for and to indemnify and hold harmless the School, any employee, agent, owner or member of the School, and any successor and assign of the School from and against, any and all claims, liabilities, damages, judgments and costs (including attorney's fees and court costs) that may be brought against or incurred by the School, any employee, agent, owner or member of the School or any successor or assign of the School, arising from or related to any act or omission on the part of you or your child. The School is also not responsible for personal items lost, stolen or broken while in our care.

Licensing: All schools are fully licensed and inspected on a regular basis to ensure they are in compliance with regulations. The school's current license is on display. Parents will not be allowed to drop off children if the center does not meet state licensed ratios. In the event that a classroom is in threat of not meeting ratio, parents of the last child/children to drop off will be asked to pick children up.

Department of Social Services: The Utah Department of Health, Child Care Licensing performs such duties as are authorized by state regulations. The Department has the authority to interview children or staff and to inspect and audit childcare school records without prior consent. The School shall comply with the Department and we shall make provisions for private interviews with any child(ren) or staff and the examination of all records relating to the operation of the School. Furthermore, the Department has the authority to observe the physical conditions of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Practices: We comply with the American's with Disabilities Act and other applicable regulations pertaining to providing services to individuals with special needs. We do not discriminate in our acceptance of clients based on the basis of race, creed, color, national origin, disability, religion or gender.

Pesticides: We shall make written pesticide information available to a parent, upon parent's request, at least 48 hours before a pesticide application occurs on the schools grounds. The information will include: The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; the date and time of the pesticide application; the pesticide label and the material safety data sheet; and the name and telephone number of the pesticide business licensee and the name of the licensed applicator.

Parental Access: In connection with the implementation of the School's policies, as these may be amended from time to time, the School will assume that each parent of the child (regardless of whether that parent is a signatory to the Enrollment Agreement) is entitled to equal access to the child while in attendance at the School and to the child's records (with the exception of financial records regarding the child's attendance which shall be made available only to the parent(s) signing the Enrollment Agreement). It shall be the sole obligation and responsibility of the parent(s) to inform the School of any reason that such equal access should not be granted and to provide to the School any and all relevant legal documents in connection therewith.

Personal Belongings: To keep young hearts happy and free from the worry of loss that accompanies toys brought from home, we request that you limit toys brought to school to a "rest time friend" or a toy for a special occasion such as "show and tell" days. Cell phones and other electronic devices are not allowed to be brought to Cadence Academy. The school will do its best to maintain personal belongings however the school is not responsible for loss or damage to clothes and/or personal belongings.

ANTI-VIOLENCE POLICY

No weapons, real or toy, in full view or concealed, are allowed on Cadence property at any time. **A parent or child having any type of weapon or who makes threats towards others will be immediately dismissed from the center.** Law enforcement officers, with a badge, that have to carry weapons at all times due to the law, are exempt from this rule unless making threats to others.

Inclement Weather Policy: In the case of inclement or severe weather the School may be closed. Closure will be determined at the discretion of the corporate office, if it is determined that driving conditions for our families and staff are hazardous, or if opening the School is deemed unsafe. There will be no refund or tuition credit for any such closing. In the event of an early closing due to inclement or severe weather you agree to make arrangements to pick up your child promptly when notified by the School. Please see your School Director for potential Late Opening Policies due to Inclement Weather or other Emergencies which may affect hours of operation.

EMERGENCY CLOSING/ALTERNATE SAFE LOCATION

Should the administration of Cadence Academy or any emergency services personnel determine our building is too dangerous to be occupied; the staff and children will be taken to an alternate location:

South Jordan
2471 W. 11400 South
South Jordan, Utah 84095

Camping World
13153 Minuteman Dr,
Draper, UT 84020

Draper
146 S. East 13200 South
Draper, Utah 84020

LDS Church
2447 W 11400 S
South Jordan, Utah

Riverton
12956 S. 2700 West
Riverton, Utah 84065

Fire Station Front Yard
13000 S 2700 W
Riverton, Utah 84065

Once the children are assembled at "Safe Location", staff will begin contacting parents or emergency contacts for pick up. As stated before, **children must be picked with within 45 minutes of the telephone call.**

Compliance -- School Policies and Provision of Authorizations and Information: You agree (a) that you and your child will comply with all policies of the School, as those policies may be amended from time to time, and (b) that you will deliver promptly to the School all signed authorizations and any and all other documents and information, including without limitation, authorizations and information related to the emergency medical care of your child, as may be required by the School from time to time.

Discipline and Guidance Policy

Discipline and guidance require a positive approach. Conflicts among peers and testing rules and limits are a natural part of growing up. Rather than try to eliminate mistakes a child may make, we encourage the child to learn from his/her mistakes. Children are made aware of the logical consequences of their behavior. The following guidelines are used in our program. Guidance must be:

- Individualized and consistent for each child
- Appropriate to child's level of understanding
- Encourage self-control and self-direction
- Praise and encourage positive behavior
- Offer redirecting as a positive choice

Suspension: If, in the judgment of the School Director or designee, your child's behavior interferes with the school staff providing a safe and nurturing program, the school will contact you to remove your child for the remainder of the school day. The school requires that the child be picked up within 1 hour of being notified. You will be responsible for daily tuition for that day. Re-admission of your child to the program will be discussed at the time of the suspension.

Program Description

Infants/Toddlers Program Our infant/toddler program is designated for infants as young as six weeks and as old as two years. Our infant/toddler environments have been carefully planned to ensure safety. Parents must provide bottles and special food until infants are developmentally ready for table food. All bottles and infant food brought from home must be labeled with the child's full name. Breast milk must also have the date. Parents are also required to supply diapers and wipes on an as needed basis. Parents are required to update their infant's records on the form provided (located in the binder in each infant room). Infants are held while being fed until they can hold their own bottle without difficulties. Cribs are used only for sleeping. Due to the recommendations of the National SIDS Organizations (Sudden Infant Death Syndrome), our crib policy is as follows:

Safe Sleep Practices

All infants under 12 months of age will be placed on their backs to sleep. We can ONLY make exceptions to this practice if parents provide detailed, written instructions, signed by a physician. When infants can turn over on their own, they may then establish a preferred sleep position.

Sleep clothing designed to keep an infant warm may be used, so long as the head and face remain uncovered at all times and are approved by licensing. Infant sleeping equipment will feature firm mattresses, tightly fitting sheets, and all equipment will remain free of loose bedding (i.e. bumper pads, pillows, and soft toys, etc.). Sleeping equipment will not be covered by blankets or bedding.

Our caregivers will be well-positioned and in close proximity to napping infants in order to provide constant care and supervision, in addition to conducting frequent physical checks to ensure infants are not overheated or in distress. Light and sound levels in the infant nap room will be carefully monitored to maximize infant safety by ensuring caregivers' ability to easily see and hear infants at all times. The use of sound machines that may interfere with hearing a child in distress will not be allowed.

The facility is a smoke free environment.

Early Preschool – Two through Five Years Old: We believe every child will be a successful learner when offered a "Learning by Doing" philosophy. Our program's activities are designed to take advantage of the natural curiosity to experiment, a trait that exists in every child. Our theme-based program enriches children's learning experiences through phonics, pre-math concepts, science, music, art and discovery.

Before and After School Program (not available at all locations): Kids Club is a program designed exclusively for children who are kindergarten age through twelve years old. It offers an option for parents for those crucial hours of before and after school, school vacation breaks and summer vacation. Field trips are a large part of this program.

TRANSPORTATION: Cadence Academy has a licensed, insured passenger van and/or mini-bus driven by a licensed driver to transport children on field trips and to take school-age children to and from local elementary schools. Your school Director can let you know which schools they are currently transporting to and from. Each vehicle undergoes an extensive safety inspection on an annual basis to ensure its safety. In order to have your child transported on the van you must read, approve and sign the transportation agreement.

Extra-Curricular and Field Trip Activities: Each program differs in additional activities offered. They range from, but are not limited to, gymnastics, dance, drama, and sport camps. Field trips are considered to be a very important part of our program especially in our summer camp programs. We encourage exploration, learning and fun through internal and external field trips. Field trips are always listed in advance in the monthly program calendars. Please note that most enrichment activities require an additional fee. All laws regarding the safety of children are strictly adhered to when leaving the facility. If a child does not follow field trip rules, they will be restricted from future field trip activities until parents and staff feels the child will comply. In signing this policy, you authorize the center to provide transportation for your child, if applicable. Additional transportation agreement paperwork must be completed, and all behavior policy guidelines must be signed before we will transport your child. Because these activities and fees differ between locations, please see the last page of this policy for this program's information.

Program Fees

Tuition Fees/Method of Payment: Weekly Tuition payments are due in full Monday of the current week. We process tuition weekly through our automated Tuition Auto Pay. At the time of enrollment, you will receive an email that will allow you access to our Parent Portal where you can set up your payment account and edit it as needed. Tuition is deducted from your account every Monday by 6pm. If weekly tuition is late and is subject to a late fee on Monday at closing. For safety reasons, we do not accept cash. If participating in any State or other sponsored tuition assistance program; you agree to pay all applicable co-pays and additional fees.

Tuition Rates/Changes in Tuition: Tuition rates are subject to increase. We will provide a 30-day written notice prior to tuition adjustment. You agree to pay the revised rate after the school provides you with a 30-day notice. Please see Tuition Rate Schedule for all tuition rates.

Registration Fee: Yearly registration fees are required for all programs. Registration is your commitment to the program for an additional year. Registration is non-refundable and is used cover annual program costs. Some locations offer an "Early Bird" Registration. Please see the last page of this policy to obtain registration fee information about this location.

Activity Fee: Certain programs require additional fees such as Summer Camp, Fall Break Camp, Winter Camp, Junior Camp, Spring Break Camp, etc... The school Director will notify parents who have children participating in these programs of any activity fees that they will be responsible for their child's program. Preschool children may also be required to pay an annual, bi-annual or activity fee based on their program and the school they attend. Please see the last page of this agreement for further information or speak to your School Director.

Late Pick-Up Fee: All children will be required to be picked up from the program at the end of the program hours. If for some reason the parent will be delayed, the parent is required to call the program to inform them. Any child who is picked up after the end of the scheduled program hours will be charged a late fee of \$35.00 for the first 15-minute period or portion thereof, and \$35.00 for each additional 15 minute period or portion thereof. These late pick-up penalties must be paid immediately to the school when picking up your child. If your child is picked up more than 30 minutes after the scheduled closing time 2 or more times in any 30-day period, we reserve the right to terminate your child's enrollment.

After a 30 minute period, if there is no contact from the parent or the designated emergency contact, the program reserves the right to call government agencies for assistance.

Tuition Late Fees, Suspension and Termination for Late Payment: A tuition late fee of \$25.00 will be charged at the close of business on Monday if your tuition remains unpaid. If the School has not received your payment by Wednesday at drop off, for weekly tuition, we reserve the right to deny your child admittance to the school until you pay the amount due. Persistent failure to pay on time may result in your child's enrollment being terminated. You hereby agree that if the school must take collection action to collect unpaid fees you will be responsible for the outstanding fees and the cost of collection

NSF Fees: All returned payments may be referred to a third-party collection agency. All returned payments will be charged a collection fee, payable to the third-party agency, that is based on the amount allowed by the laws of this state. In addition, you will be responsible to pay to the collection agency any additional legal costs they incur in their collection efforts. Also, the school will charge you an additional \$25.00 NSF fee for each check or ACH checking account debit that is returned for insufficient funds. Any parent who has had two NSF checks or returned ACH checking account debits will be required to pay by credit card or money order.

Refund Policy: Refunds will be issued if the parent has complied with the termination policy and an overpayment of tuition has been made on the account. Refunds will be granted only after bank documentation shows funds have cleared the customer's account. There are no refunds on registration, activity, or supply fees. No refunds are provided other than describe under this policy.

Termination of Care Policy

Termination of Care by the School: The program reserves the right to dismiss any child from care for the following (but not limited to) reasons:

- Failure of parents to adhere to policies such as payment of tuition, signing children in and out, supplying the necessary records or not adhering to our policy on sick children.
- Behavior by child or a parent that is a disruption or is offensive to the program.
- Special needs that are unable to be met in a group care setting.

Termination of care from the school, by the school, may be effective immediately or could be issued with notice; the policy is dependent on each individual situation. If enrollment is terminated as a result of the occurrence of any of these events, any prepaid tuition and deposit shall be forfeited.

Immediate Termination: The School may terminate your child's enrollment, effective immediately, if in the judgment of the School Director or Designee, the child's behavior or your behavior interferes with the school staff providing a safe and nurturing program. If enrollment is terminated for this reason, any prepaid tuition and deposit shall be forfeited.

Five Days' Notice: The School may terminate your child's enrollment with 5 days notice to you, if any of the following events occur:

- (i) Tuition, including late fees, is not paid before Wednesday at noon of the subject week. Or per policy for any other payment options; including monthly payment schedules.
- (ii) Your child is picked up later than the school's scheduled closing time 2 or more times in a 30 day period.
- (iii) Your child is ill when brought to the school more than 3 times within a 30 day period, or you fail to pick up your sick child within 2 hours after being notified of the sickness, more than 2 times during any 6 month period.
- (iv) You or your child display disrespect or disregard for any School staff.

If enrollment is terminated as a result of the occurrence of any of these events, any prepaid tuition and deposit shall be forfeited.

Two Weeks' Notice: The School may terminate your child's enrollment upon 2 weeks notice to you, if any of the following events occur:

- (i) In the judgment of the School Director, (a) the school's program does not meet the developmental or special needs of your child, or (b) it is not in the best interest of the School or other enrolled children to have your child continue in attendance; or
- (ii) You fail to comply with any of the terms of this Agreement or any of the rules or policies of the school, as may be amended from time to time.

If enrollment is terminated as a result of the occurrence of any of these events, any prepaid tuition and deposit shall be forfeited.

Termination of Care by the Sponsor: To terminate an enrollment agreement the sponsor must submit a written notice to the program two weeks prior to the effective termination date. Failure to do so will result in a two-week charge to your account. Final week's tuition payment is due on Friday preceding your child's last week of attendance with our school; this payment must be made via credit/debit card or money order. We regret that we are unable to accept a personal check for your child's final week of tuition. Failure to adhere to the termination of care policy will result in the forfeiture of any prepaid tuition and deposit. Withdrawal forms are available in the school office.

Program Hours, Holiday Closing and Vacation Policy

Hours and Holiday Closings: Our operating hours are from 6:30 am-6:00 pm. Our programs operate 12 months per year. A posted notification of the school calendar/ Holiday and event closures can be found on the parent information board.

Tuition cost is calculated taking into consideration these holidays and therefore, are not reduced for holiday weeks. Holidays differ between locations and states. Please see the last page of this policy to obtain information about hours of operation for this location.

Other Closings: Schools may be closed during the school specified days other than the Holiday closings for such events as Teacher Training ('In Service Days'). Please see your School Director or reference the School Annual Calendar for specific dates your school will be closed.

Vacation Policy: A great effort has been made to offer a vacation program that is user-friendly to our families. We feel our vacation program offers parents flexibility and freedom to choose what works for their family. You will receive a Vacation Credit of one week at the end of your 3rd month of consecutive enrollment. Vacation credits enable you to maintain your enrollment without being required to pay tuition. Except for the vacation credit, you are responsible for paying full tuition for your child until you terminate enrollment, even if your child is absent due to illness, vacation, or other cause. Vacation credits are not cumulative, not transferable and not redeemable for cash or any other consideration. A maximum of 5 days may be used in any 12-month period. Part-time families will receive the equivalent of one-week scheduled enrollment. To use the vacation credit, you agree to notify the School in writing or via email.

School Specific Program Information

South Jordan
2471 W. 11400 South
South Jordan, Utah 84095
801-253-9500
director.southjordan@cadence-academy.com

Draper
146 S. East 13200 South
Draper, Utah 84020

801-495-1700

director.draper@cadence-academy.com

Riverton

12956 S. 2700 West

Riverton, Utah 84065

801-253-2600

director.riverton@cadence-academy.com

LICENSING INFORMATION: This facility is licensed by: The Utah Department of Health located at Utah Department of Health
Cannon Health Building
288 North 1460 West
Salt Lake City, UT 84116. This facility is inspected on a regular basis to ensure compliance with Regulations. Copies of Inspection Reports are available upon request at each school. The Schools' current license is displayed in the front lobby of the facility.