LITTLE POPPINS LEARNING ACADEMY
Parent Terms and Conditions – Florida
Effective July 2026

By enrolling my child and acknowledging these Terms and Conditions electronically, I confirm that I have read and understood the Academy's contractual arrangements and parent responsibilities.

These Terms and Conditions form the childcare agreement between Little Poppins Academy and the parent(s)/legal guardian(s).

Policies and operational procedures are maintained separately and are available upon request.

1. Enrollment and Registration

Enrollment is subject to availability and completion of all required registration documents.

Prior to attendance, families must:
• Complete all registration information;
• Provide emergency contact information;
• Provide required health and immunization documentation;
• Complete any subsidy or funding paperwork where applicable;
• Provide authorised collection information.

Parents confirm that all information supplied is accurate and agree to update records promptly if circumstances change.

Changes must be communicated promptly for:
• Medical needs;
• Allergies;
• Emergency contacts;
• Custody arrangements;
• Authorized pickups;
• Developmental support needs;
• Contact information.

2. Tuition, Fees and Billing

Tuition is charged as a weekly fee schedule.

Charges may include:
• Tuition;
• Registration fees;
• Extended hours;
• Meals and snacks;
• Consumables;
• Enrichment activities;
• Additional services.

Tuition reserves a child's space and remains payable during:
• Illness;

• Family holidays;
• Absences;
• Temporary closures outside Academy control e.g. extreme weather.

Invoices must be paid according to the payment schedule.

Late payments may result in:
• Late payment fees;
• Suspension of attendance;
• Termination of enrollment.

Returned payments may incur additional processing charges.

Families experiencing financial difficulty should contact administration promptly.

3. School Readiness and VPK Funding

Little Poppins Academy participates in Florida funding programs including School Readiness and Voluntary Prekindergarten (VPK), where available and approved.

Funding eligibility remains the responsibility of the parent or guardian.

Parents agree to:
• Maintain eligibility requirements;
• Complete documentation promptly;
• Report changes affecting funding;
• Follow attendance requirements.

Government funding generally covers educational care only and may not include:
• Extended hours;
• Meals;
• Consumables;
• Additional services;
• Optional activities.

Where funding does not cover the full cost of attendance, families remain responsible for all additional charges.

Funding will not normally be retrospectively amended once attendance records and billing have been processed except where required by funding program rules or administrative correction.

Repeated non-compliance with funding requirements may result in loss of funded placement eligibility.

4. Consumables and Supplies

Families may be asked to contribute consumable items to support daily operations.

Consumables may include:
• Wipes;
• Sun protection;
• Classroom supplies;
• Art materials;

• Cooking activities;
• Seasonal resources.

Where required supplies are repeatedly unavailable and supplied by the Academy to support participation and wellbeing, reasonable replacement charges may apply.

Children should attend with all requested personal items.

5. Attendance and Schedule Changes

Regular attendance supports learning, routine and program compliance.

Parents should notify absences promptly.

Permanent schedule changes:
• Require advance notice;
• Remain subject to availability.

Additional sessions may be offered where staffing and licensing ratios permit.

Repeated unexplained absence may result in welfare follow-up and review of enrollment status.

6. Arrival, Departure and Authorized Collection

Children must be signed in and out in accordance with Academy procedures.

Children will only be released to:
• Parents/legal guardians;
• Authorized adults listed in enrollment records.

Identification may be requested.

Emergency contacts should remain reachable during attendance hours.

The Academy may refuse release where safety concerns exist.

Parents must follow parking, drop-off and collection procedures at all times.

7. Health, Illness and Medication

Children must be well enough to participate in normal daily activities.

Parents agree:
• Not to bring children who may present a health risk;
• To collect promptly when requested;
• To comply with illness procedures.

Medication administration requires:
• Appropriate authorization;
• Original packaging where applicable;
• Required labeling.

The Academy reserves the right to decline administration where legal or safety requirements are not met.

8. Safety, Supervision and Access to Facility

Little Poppins Academy operates in accordance with Florida childcare licensing requirements.

Access to the facility is controlled for child protection and security.

Parents and visitors:
- Must check in as required;
- May only access approved areas;
- Must not allow unknown individuals entry.

Staff may restrict access where safety, operational or licensing concerns arise.

Parents are expected to support safe and respectful operation of the facility.

9. Clothing, Personal Property and Daily Items

Children should attend with:
- Weather-appropriate clothing;
- At least two complete changes of clothes;
- Diapers and supplies where required;
- Clearly labelled belongings.

Borrowed Academy items should be returned promptly.

The Academy is not responsible for loss or damage to personal property.

10. Learning, Development and Family Partnership

Little Poppins Academy believes strong family partnership supports successful outcomes.

Families are encouraged to:
- Participate in conferences;
- Engage with communications;
- Support learning at home.

Developmental information may be shared with approved professionals where permitted or required.

11. Activities, Outdoor Play and Media Permissions

Children participate in age-appropriate activities including:
- Outdoor play;
- Water activities where approved;
- Cooking;
- Community experiences.

Activities are supervised and conducted in accordance with safety procedures.

Separate permissions may apply for:
- Photography;
- Media use;

• Water activities;
• Transportation.

12. Emergency Procedures and Weather Events

The Academy maintains emergency preparedness procedures in accordance with Florida requirements.

Operational changes may occur due to:
• Hurricanes;
• Severe weather;
• Utility interruption;
• Public health concerns;
• Emergency situations.

Parents remain responsible for monitoring Academy communications.

Tuition obligations during closures will follow Academy policy.

13. Parent Conduct

Parents, guardians and visitors must act respectfully toward:
• Staff;
• Children;
• Other families.

Threatening, abusive, discriminatory, intimidating or disruptive conduct may result in immediate review or termination of enrollment.

14. Amendments and Policy Updates

Little Poppins Academy reserves the right to update:
• Fees;
• Operational procedures;
• Terms and Conditions;
• Parent requirements.

Reasonable notice will normally be provided.

15. Acknowledgement

By accepting these Terms and Conditions, I confirm that:

• I have read and understood these Terms;
• I agree to comply with Academy procedures;
• I understand my responsibilities as a parent or guardian;
• I understand funding requirements where School Readiness or VPK are used.