



Qzone Top 10 Policies and Guidelines

Dear Parents/Guardians,

All policies and guidelines below are also outlined in the Parent Handbook provided during enrollment. Kindly review them carefully and sign below to acknowledge your understanding and agreement.

1. Brightwheel Sign-In/Out

We use the Brightwheel application for daily sign-in and sign-out. All authorized individuals must be listed within the app. To add or remove someone, please update your authorized list directly in Brightwheel. Children will not be released to anyone not listed. Identification will be verified for any authorized individual who picks up occasionally. Please ensure your child's profile remains current.

2. Daily Compliance Requirement

signing in and out via Brightwheel is a licensing requirement and must be completed each day.

3. Parking Lot Safety

Please do not leave your child unattended in the parking lot or vehicle. Ample parking is available. Kindly avoid parking in handicap spaces unless you possess a valid placard. Always hand your child directly to a staff member or director at drop-off. When entering or exiting the school, ensure the door closes securely behind you.

4. Illness and Contagious Conditions

If your child has an infection or contagious illness, notify the school immediately. We will inform other parents to monitor their children for symptoms. Sick children must remain home until symptom-free without medication.

5. Sunscreen Application

Apply sunscreen to your child prior to drop-off. Staff will reapply sunscreen in the afternoon.

6. Nutrition Guidelines

We are a ***nut-free*** and ***low-sugar*** campus. Please pack healthy lunches accordingly.

7. Labeling and Extra Clothing

Label all belongings clearly with your child's name (e.g., lunch bags, water bottles, clothing, jackets). Ensure your child has at least one full set of extra clothes, including undergarments and socks, in their cubby.

8. Absence Notification

If your child will be absent, please inform the school and provide the reason.

9. Tuition Policy

Monthly tuition is due on the 1st of each month. A late fee of \$50 per day will apply if payment is not received by the 3rd.

10. Withdrawal Notice

If you plan to withdraw your child, notify the administration team. A 30-day notice is required. Without notice, an additional month's tuition will be charged.

Acknowledgment - I have read and accept the above Qzone policies and guidelines.

Parent's Name: _____

Child's Name: _____

Parent's Signature: _____

Date: _____