



Williams Academy STL  
Rules & Regulations / Facility Management  
School Year 2023

December 21, 2022

Dear Parents:

We're writing this letter to inform you about the rules and regulations of Williams Academy. We have fully addressed the direction of our facility at the start of the New Year. Currently, we're pursuing a redirection on the growth of our staff, students, and organization. The family of Williams Academy expects that you take this letter seriously and help our efforts in building an even better community within our organization. Failing to comply will result in the disenrollment of your child/children.

The Rules and Regulations as follows:

1. Children are not permitted to be in the childcare area without staff present.
2. All visitors to the facility must park in a parking space via the yellow lines when visiting the childcare facility. Not following this rule puts both your child and other families at risk of being injured while in the parking lot.
3. If your student is sick, the facility ask that you keep your student at home for a minimum of 2 Business Days (48 Hours) and to return with a doctor's note or a healthy child. Families who wish not to follow this rule runs the risk of disenrollment.
4. Parents and legal guardians must remain in the front lobby area of the facility while their children are in the childcare area.
5. If your child is not toilet/potty trained, you must supply diapers, wipes, and 2 pairs of clean clothes. Please label all items. Parents will be asked to remove their child from the childcare area if the necessary items are unavailable.
6. All students 3 years of age or older must be potty trained to attend Williams Academy STL. If your student is not potty trained they will not be allowed to attend school at Williams Academy.
7. All students must be presentable and maintained with the proper hygiene.
8. All outside food and drink (Fast Food: McDonald's, Taco Bell, Lee's Chicken, etc.) must be eaten and drank before child comes into the facility.
9. All student applications and files must be completed in full within the first 30 days of enrollment or the student(s) will not be allowed to attend school after this this time period.
10. All payments for children who are private pay or have a co-payment must pay their bill within two weeks of being invoiced or their student will not be allowed to attend school until a payment arrangement is made.
11. Starting 2023 Williams Academy will no longer provide WEEKEND services. No Saturday and Sunday child care services.
12. Starting 2023 Hours of Operation:
  - a. Monday – Friday; 6am – 11:59pm
  - b. Saturday – Sunday; Closed (NO WEEKEND SERVICE)

If you have any questions or concerns, please call us at 314-391-5085 or email us at [contact@williamsacademystl.com](mailto:contact@williamsacademystl.com).