



## 2022-2023 EXTENDED CARE APPLICATION AND POLICIES (Preschool- 5<sup>th</sup> Grade)

The Extended Care Program at Whitefield Academy is a service offered for Whitefield Academy students to assist families in providing care for their children after the school day ends. Enrollment is not required for Whitefield Academy students unless care is needed.

If you are interested in the enrolling your student(s) in the program, please review the program information and complete the attached application. An enrollment fee of \$20.00 is required for each student yearly; with the maximum family cost of \$60.00. This is not refundable.

### Pricing:

Morning Care 1-2 days	\$5 per day per child
Morning Care 3-5 days	\$10 per week per child
After School 1-3 days	\$15.00 per day per child
After School 4 or 5 days	\$60.00 a week per child

**A family discount of \$10.00 for families with 2 children attending afterschool care. Each additional child after the second is \$5.00 a week. \*No discount for morning care.\***

### Morning Care:

Morning Care begins at 7:15. Your child may bring breakfast, but the school does not provide breakfast. We will provide milk for children, in morning care. Children will have free play until classrooms open at 7:45. If your child arrives before 7:45, they will be signed into Morning Care.

### Early Pick Up Option For Afterschool:

Students who attend Afterschool care until 3:30 each day have a daily rate cost of \$5.00 per day.

### Hours of Operation

Afterschool care begins at 3:00 p.m. and ends at 5:45. If your child is involved in any afterschool activities and then reports to Extended Care, they must do so immediately following the dismissal of the activity. The child must go to the preschool office to check in with the Extended Care Coordinator before going to class. East Campus bus riders must go immediately to their area assigned, when getting off the bus.

### Late Penalty

A late penalty of \$1.00 per minute per student will be assessed to anyone who is picked up after 5:45 p.m. A student will be dismissed from the program if this occurs on a regular basis.

### Sign in and Sign Out

#### Afterschool Care- Preschool – 5<sup>th</sup> grade

Only adults listed on the application or the FACTS program will be allowed to pick up. If you need someone else to pick up your student, please call the office or e-mail to tell the Extended Care Coordinator. We will ask for the identification of anyone picking up any child at any time.

If for any reason, we feel that the adult coming to pick up a student is unable to provide proper care for the student, we will contact someone else that is on the contact list. If no one else is able to pick up the student, we will call law enforcement.

### Fegenbush Campus:

7711 Fegenbush Lane, Louisville, KY 40228 | Phone: 502.239.2509 | Fax: 502.239.3144 | [www.whitefield.org](http://www.whitefield.org)



Persons picking up will come to Preschool Entrance #8. Please ring the doorbell. We will bring your child to you. Please, also have your photo ID with you the first few times you pick up as we learn new faces and names.

**East Campus:**

All students must be signed out on their grade level clipboard with the teacher each day. Office personnel will assist you, if your child is not in the classroom but in another area of the building or on the playground.

**Billing**

The student sign-out sheet is used to verify student attendance and to ensure that each family is billed properly. Payments are due each week unless you set up an alternative payment schedule with the Extended Care Coordinator. At this time, payment may be made by check or cash. Emailed reminders of payment due will be sent on a regular basis. Accounts that are more than 30 days behind may result in temporary suspension from the program (students unable to attend) until payment is caught up.

We are more than happy to give you a statement on your account for flexible spending accounts. Please allow us 2-3 business days to complete these.

**Discipline**

Students are to follow the same guidelines for discipline that they follow in the school day at Whitefield Academy. All of the behavior/discipline regulations found in the Parent/Student Handbook are applicable including suspension or expulsion from the Extended Care program. If a student does not adhere to the guidelines established, the incident will be handled by the after-school care coordinator. If the issue is severe, then the grade level principal will assist in handling the issue.

**Early Dismissal/ School Delays**

If for any reason Whitefield Academy is on a delayed schedule, there will be no morning care on that day. If school closes early for bad weather, the extended care program will close, and parents will be notified.

Please prepare ahead of time and be prepared for school closings. If Whitefield Academy is closed, the extended care program is also closed.

**Contact Numbers for both Extended Care Programs:**

Fegenbush Campus- 502-239-3359

East Campus- 502-254-9593

**2021-2022 EXTENDED CARE APPLICATION (Preschool- 5<sup>th</sup> Grade)  
Extended Care Application Form**



# WHITEFIELD ACADEMY

Reg. fee paid \_\_\_\_\_ Check Number \_\_\_\_\_ Start Date \_\_\_\_\_

**Circle the day(s) for which your child (ren) will be attending:**

**Morning Care:** Monday, Tuesday, Wednesday, Thursday, Friday

**After School:** Monday, Tuesday, Wednesday, Thursday, Friday

**1<sup>st</sup> Child's Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Birthday \_\_\_/\_\_\_/\_\_\_ Gender M F Age \_\_\_\_\_ Grade \_-\_\_\_\_\_

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? \_\_\_\_\_

**2<sup>nd</sup> Child's Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Birthday \_\_\_/\_\_\_/\_\_\_ Gender M F Age \_\_\_\_\_ Grade \_\_\_\_\_

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? \_\_\_\_\_

**3<sup>rd</sup> Child's Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Birthday \_\_\_/\_\_\_/\_\_\_ Gender M F Age \_\_\_\_\_ Grade \_\_\_\_\_

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? \_\_\_\_\_

• **Parent/Guardian Information: (REQUIRED)**

Parent / Guardian #1 \_\_\_\_\_ Relationship to child \_\_\_\_\_

Daytime phone Numbers \_\_\_\_\_

Business Name \_\_\_\_\_ Cell phone \_\_\_\_\_ - \_\_\_\_\_

Home Address \_\_\_\_\_

Parent/ Guardian #2 \_\_\_\_\_ Relationship to child \_\_\_\_\_

Daytime Phone Numbers \_\_\_\_\_



# WHITEFIELD ACADEMY

Business Name \_\_\_\_\_ Cell phone \_\_\_\_\_ - \_\_\_\_\_

Home Address \_\_\_\_\_

- **Emergency Contact Name & Number Authorized to Pick up your child:**

Any person listed must be at least 18 years old and able to assist in contacting you or take responsibility for the care of your child until you can be reached.

Name \_\_\_\_\_ Emergency Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_ Emergency Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_ Emergency Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

## Grade School Students

My child may watch movies with the following ratings:

\_\_\_\_\_ G- General Audience    \_\_\_ PG- Parental Guidance suggested

## Statement of Agreement

By signing this Extended Care Application, I understand all of the policies and procedures for the Whitefield Academy Extended Care Program. I also agree that all the information provided is correct and I will inform the extended care program of any changes to this as soon as possible.

The school reserves the right to terminate your family from the Extended Care program at any time due to behavior issues, outstanding balance and/or continued late pick-ups.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Parent/Guardian Signature