

2026-2027

EXTENDED CARE APPLICATION & POLICIES

Preschool - 5th Grade

The Extended Care Program at Whitefield Academy is a service offered to Whitefield Academy families to provide 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 enrolling your student(s) in the program, please review the program information and complete the attached application.

Enrollment Fee: \$20 per child (\$60 maximum per family)
This fee is non-refundable.

Pricing	Morning Care 7:15am-7:45am	After Care 3:00pm-5:45pm		
<u>Day Options</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	
Morning Care 1-2 Days <u>MUST PAY DAILY RATE</u>	\$5/day per child	No discount	No discount	
Morning Care 3-5 Days <u>MUST PAY FLAT WEEKLY RATE</u>	\$15/week per child	No discount	No discount	
After Care 1-3 Days <u>MUST PAY FLAT WEEKLY RATE</u>	\$45/week per child	No discount	No discount	
After Care 4-5 Days <u>MUST PAY FLAT WEEKLY RATE</u>	\$70/week per child	\$60/week per child	\$20/week per child	

Extended Care and Morning Care enrollment is subject to staffing availability and state ratio regulations.

Morning Care:

Morning Care for preschool students begins at 7:15. If your child arrives before 7:45, they will be signed into Morning Care, and you will be billed for the service. To attend Morning Care, an application must be on file.

After Care:

After Care begins at 3:00 p.m. and ends at 5:45. Failure to properly sign your child out of Brightwheel will affect your Billing. If your child is involved in any after-school activities and then reports to After Care, they must do so immediately following the dismissal of the activity. Please communicate with the Extended Care Coordinator when your child is participating in an after-school activity.

Late Penalty:

A late penalty of \$2.00 per minute per student will be assessed to anyone who is picked up after 5:45 p.m or the scheduled closing time on early dismissal days. A student will be dismissed from the program if this occurs on a regular basis.

Billing:

The Brightwheel check in and out record is used to verify student attendance and to ensure each family is billed properly. It is vital that parents check their students out DAILY from the program. Payments can be made via the FACTS website and can be set up for automatic draft payments. Reminders of payment due will be sent by email. 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.

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Pick Up Procedures: Extended Care | Preschool – 5th 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, message on Brightwheel, or e-mail the Extended Care Coordinator. We will ask for the identification of anyone picking up any child, at any time. Brightwheel is a mobile application that will be used for both communications and digital checking in and checking out. Proper checking in and checking out is imperative and directly impacts your billing. Downloading the application is mandatory for registration. You will receive an invitation via email to download the application to your phone upon registration.

Discipline:

Students are to follow the same guidelines for discipline that they follow during the school day at Whitefield Academy. All 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 Extended 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

***All policies/procedures for Extended Care Programs are as stated in the Preschool Family Handbook. This includes but is not limited to: Illness, Authorized Pick-up, and Discipline.**

Please utilize the QR code below to access the digital application.

