

Little Flock Christian Academy  
Extended Care Program  
2019-2020 Policy & Registration Form

The LFCA Extended Care Program is available for students in Kindergarten through 8th grade. Every family needs to return this form in acknowledgement of this policy. Advance registration is required to participate in the annual program.

**Program Information:**

- Morning Extended Care starts at 7:00 AM and ends at 7:30 AM
- After-school Extended Care starts at 3:45 PM and ends at 5:30 PM. A late pick up fee of \$2.00 per minute per student is assessed and will be added to your Smart Tuition account at the end of the month.
- After-school Extended Care includes a snack for the students.

**Program Rates/per student: (if a family has more than 2 children, the 3rd child is not charged)**

- Morning Extended Care \$380 annually (\$38/monthly) auto-debited through Smart Tuition
- Before-school Drop In \$5.00 daily, added and auto-debited through Smart Tuition (for students dropped off before 7:30 a.m.)
- After-school Extended Care \$1520 annually (\$152/monthly) auto-debited through Smart Tuition
- After-school Drop In \$15 daily, added and auto-debited through Smart Tuition (for those not picked up by 3:45 or have made special arrangements)

**Program Policies:**

- To change option for use, contact the Business Office.
- No care will be provided for holidays, early dismissals, or unscheduled closures. Rates are calculated on an annual basis; therefore, no adjustments will be made for missed days, holidays, early dismissals, or unscheduled closures. This was considered when determining the Annual fee.
- Morning and After-school Extended Care is closed during Thanksgiving Break, Christmas Break, Spring Break, and any other scheduled no school days. This was considered when determining the Annual fee.
- Payments for Extended Care is added to your Smart Tuition account and will auto-debit along with your tuition payment on the 1st or 15th of each month, September through May.
- Payment for **Drop in (after school rate \$15.00/before school rate \$5.00/daily per student)** is added to your Smart Tuition account and will auto-debit along with your next tuition payment date or added in the current month. All late fees, failed fees, or returned fees will apply as stated in your Smart Tuition Agreement.
- Extended Care - Morning or After-school enrollment may be suspended for any student whose account becomes two months past due.

**Contact Information:**

- **Financial Questions - Contact the Business Office 502-957-7686**

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Student's Name: \_\_\_\_\_ Allergy \_\_\_\_\_ Grade \_\_\_\_\_ Program(s) \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Allergy \_\_\_\_\_ Grade \_\_\_\_\_ Program(s) \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Allergy \_\_\_\_\_ Grade \_\_\_\_\_ Program(s) \_\_\_\_\_

I \_\_\_\_\_ agree to the policy stated above including the additional extended care fees which will be added to my Smart Tuition account. Parent phone # \_\_\_\_\_.

Signature \_\_\_\_\_ date \_\_\_\_\_

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Extended Care - (before school) provider - Mrs. Breland will care for the before school students. Before care will be located in the gym. Any student dropped off between 7:00 a.m. and 7:29 a.m. will be added to the Extended Care roster.

Extended Care - (after school) provider - Mrs. McCoy will care for the after school students. Aftercare will be located in her classroom. To pick up aftercare students: come in through the front school door, proceed to the office, and sign out the student using the office computer. Mrs. Sheridan will be the Extended Care - after school receptionist. She will be in the school office to assist with calling your student down for pickup.