



2023/24 Tuesday Registration Packet for the Wildflowers Academy Cottage Program

Wildflowers Academy is fiscally sponsored by Kentuckiana Homeschool, Inc., a 501c3 nonprofit.

Mailing Address : PO Box 221673, Louisville, KY 40252

Location for Classes: 1722 Bardstown Road, Louisville, KY 40205



Please read this entire packet thoroughly and carefully.



Welcome to Wildflowers Academy (WFA). We are thrilled that you have chosen to join us! Please read through this packet thoroughly and carefully, as it offers all of the information you need to enjoy your year with us. We always welcome your feedback on how we can improve the service we are providing. Please, feel free to email me at director@wildflowersky.org. We look forward to having a great year with you!

Sincerely,

Mary Groeschen

Director of Wildflowers Academy

MISSION STATEMENT

Wildflowers Academy is dedicated to enhancing homeschoolers' educational opportunities by offering children creative learning experiences in various subjects. Our goal is to foster a lifelong love of learning. WFA is an inclusive, secular cottage program that welcomes ALL homeschoolers.

WFA classes are offered as a supplement to your child's education; it is not a replacement for homeschooling nor is it a private school. Homeschooling parents are responsible for their child's education and maintaining all educational records according to their state laws. Parents may ask for the opinion of their child's teachers, but the parents are ultimately responsible for assigning grades, credits, and keeping records. Transcript credits are not maintained by WFA. Parents are responsible for all credit verification. Kentuckiana Homeschool, Inc. (KHS), WFA, and teachers who hold classes at WFA assume no educational responsibility.

VALUES

- Teach and demonstrate acceptance for all people
- Provide excellent educational opportunities in a secular setting
- Positively enrich the lives of homeschoolers
- Care for the Earth

LOCATION

Our drop-off cottage program is located inside Bardstown Road Presbyterian Church (BRPC), 1722 Bardstown Road, Louisville, KY 40205.

CORRESPONDENCE

All official communication is done through email.

Mary Groeschen (Director) - director@wildflowersky.org

Absences should be reported to Katie Edwards (Program Coordinator) - support@wildflowersky.org

All forms and checks should be mailed to:

Kentuckiana Homeschool, Inc.

PO Box 221673

Louisville, KY 40252

Do not send mail to BRPC. They are not responsible for our correspondence.

CLASS MEETING DATES/TIMES

Classes will meet on the following 28 Tuesdays for the 2023/24 Program Year:

Fall 2023	Spring 2024
September – 5, 12, 19, 26	January – 16, 23, 30
October – 3, 10, 17, 24, 31	February – 6, 13, 20, 27
November – 7, 15, 28 (break 11/21)	March – 5, 12, 19, 26
December – 5, 12	April – 9, 16, 23 (break 4/2), makeup date 4/30

Each semester is 14 weeks. Programming starts promptly at 10 a.m. and ends at 2:20 p.m.

There is a 30-minute lunch at noon. Students bring their lunch from home. Students do not have access to a refrigerator or a microwave. No food delivery allowed. Please send reusable napkins, utensils, and lunch products. Disposable items are strongly discouraged.

CLASS REGISTRATION

The following steps are required to attend the upcoming school year:

1. Complete membership registration for KHS online.
2. Register for Wildflowers online. Submit the annual registration fees to secure your spot in class, which is \$60 per student before July 1st. If you register on or after July 1st, the annual registration fee increases to \$80 per student. (Cheddarup OR Check made payable to Kentuckiana Homeschool, Inc. and mailed into KHS.)
3. Submit your annual tuition fees from your invoice: \$1,200 per student, per year (Wave credit card payment OR check made payable to Kentuckiana Homeschool, Inc. and mailed into KHS.)
4. Submit your annual class supply fees: \$100 per student (check made payable to their teacher, but mailed into KHS).
5. Mail required forms to KHS or turn them in during the Back to School night.

Registration will continue until all the classrooms are full or until the last Friday in August; whichever comes first. Any class is subject to cancellation if there is low enrollment (less than 5 students). If that occurs, you will be notified and tuition for that class will be refunded.

SCHOOL SUPPLIES

Each student must also have the following school supplies: reusable lunch supplies and water bottle, and 4 glue sticks (to be given to the teacher for a class set).

Students will be given space to store supplies and may bring in their own scissors, crayons, etc. but this is not required. WFA will have a supply of pencils and basic art supplies for students to use.

Each grade will also need to bring in the following supplies for the school:

- Kindergarten - container of Clorox/Lysol Wipes
- 1st/2nd grade - 50 heavy duty paper plates
- 3rd grade - 50 heavy duty paper plates
- 4th grade - 2 rolls of paper towels
- 5th grade - container of Clorox/Lysol Wipes
- Middle School - container of Clorox/Lysol Wipes

All tuition, registration fees, volunteer fees, pizza fees, and supply fees are **non-refundable**. **The only instance in which a refund for tuition and/or supply fees will be given is if WFA cancels a class.** No student may attend classes unless their account is up to date and/or paid in full before the class begins.

PARENT VOLUNTEER REQUIREMENTS

Parents are required to **commit to 5 hours of volunteer time per semester**, per child or “buyout” their volunteer time for \$100 per semester per child. This amount equals the cost of bringing in a substitute staff member. Parents must be available for the days they volunteer. If a parent declines to volunteer after agreeing to volunteer and no other arrangement can be reached, they will owe the volunteer buyout fee for that semester. Our parent volunteers are vital to helping our school days run smoothly and maintaining a higher ratio of adults to children in classrooms.

We require each parent to request 3 dates for Fall & 3 dates for Spring during registration. Once we receive all registrations, we will assign dates to parents, attempting to give first choices to as many as possible. You will be notified by group email the dates everyone is assigned. You will have 1 week to let us know if the date does NOT work for you. If we do not receive an email from you by the 7th day, your date is confirmed.

When volunteering, parents help with crossing guard duty, dismissal, pizza days, teacher support, cleaning, parties, picture day, etc. You will need to be available from 9:45 a.m.—2:30 p.m. on your volunteer day. You are welcome to bring your younger children.

PAYMENTS

Tuition checks should be made payable to Kentuckiana Homeschool, Inc. and mailed to:

Kentuckiana Homeschool, Inc.
PO Box 221673
Louisville, KY 40252.

Credit Card payments will be collected through Wave with a 4% fee added.

PAYMENT PLANS

In an effort to make paying for the cottage program more attainable, we offer the following payment plans:

HALVES: Split the tuition fee into two payments. The first payment is due by July 1st and the second payment is due by September 1st.

MONTHLY: A family can opt to spread their tuition payments over a period of months between the date of registration through December 1, 2023. These even monthly payments can be submitted via postdated checks or by providing a credit card that will be automatically charged at monthly intervals. Please note that using a credit card will require extra fees as calculated by our payment service. All tuition must be paid in full by December 1, 2023.

To participate in the monthly payment plan with postdated checks, **all checks must be mailed to KHS within 5 days of registration confirmation and no check may be postdated later than December 1, 2023.** Each check will be deposited by KHS within five days of the postdate.

Sample Monthly Payment Plan with Postdated Checks

Registration Date: June 1, 2023. One child, Tuition = \$1200, six month payment plan.

Postdated checks submitted with registration

July 1, 2023 = \$200

August 1, 2023 = \$200

September 1, 2023 = \$200

October 1, 2023 = \$200

November 1, 2023 = \$200

December 1, 2023 = \$200

To participate in the monthly payment plan with a credit card, the credit card information must be submitted when you register and the final charge will occur no later than December 1, 2023. Payments will be automatically submitted through Wave within the first five days of each month. A fee of 4% will be added to each credit card payment.

Sample Monthly Payment Plan with Credit Card

Registration Date: July 1, 2023. Two children, Tuition = \$2400, Six month payment plan.

July 1, 2023 = \$400 tuition payment + \$16 fees

August 1, 2023 = \$400 tuition payment + \$16 fees

September 1, 2023 = \$400 tuition payment + \$16 fees

October 1, 2023 = \$400 tuition payment + \$16 fees

November 1, 2023 = \$400 tuition payment + \$16 fees

December 1, 2023 = \$400 tuition payment + \$16 fees

If any check or credit card payment is returned or declined, there will be a \$30 fee added to your family account. Each unsuccessful transaction will incur an additional \$30 fee. Please contact us in advance if there is a potential issue with an upcoming payment so that we can work with you to plan a solution.

It is our hope that offering flexibility in payment plans will make tuition costs affordable for a more diverse range of homeschooling families. **If you have attended previously with a different payment plan, please email us to discuss.** We are unable to offer more flexible payment plans to new families. Once you have established a positive relationship with WFA, we can work with your family individually to offer more flexible plans.

SUPPLY FEES

Supply fees can be paid in full by September 1st, or you can split the yearly supply fees in two payments. The first is due by July 1st, and the second is due by September 1st.

WFA reserves the right to change, amend, modify, suspend, continue, or terminate all or any part of this document, the offerings, classes, teachers, location, etc., either in an individual case or in general, at any time without notice.

ATTENDANCE

In order to provide the best learning environment for all students, regular attendance is expected. The majority of what is taught and completed at WFA is done so during class time, is hands-on and/or participatory, and cannot be sent home as an assignment. Please try to limit planned absences to two (2) days in a semester. Longer absences can be discussed with the Director and teacher, but no tuition discounts are offered for extended absences since your student is still occupying a spot in class.

If a student misses three (3) days or more in a semester without contacting the Program Coordinator and Director, they will be considered no longer a student, and will not be eligible for a refund. Appeals will be considered by the KHS Board of Directors.

BACKPACKS, TOYS, ETC.

Each student needs to have a backpack labeled with their name to carry supplies and binders/folders. We highly suggest that children leave toys at home unless for some specific purpose like show and tell or student of the week. Electronics

are not allowed unless specifically requested by a teacher. We are not responsible for lost or stolen items.

DRILLS

Throughout the school year, we will have practice drills (fire, tornado, intruder). These will always be announced in advance so you have the opportunity to prepare your child(ren) for what to expect.

ELECTRONICS

Electronics are NOT allowed at WFA. Smart watches, cell phones, laptops, handheld gaming devices, etc., must be turned off/silenced completely and left in the child's backpack while at WFA. If a child needs to contact a parent or vice versa, they can do so through the front desk at any time. If any electronics are out, they will be held by the front desk until the end of the day. Please contact the Director if special accommodations need to be made.

BIRTHDAYS

We want all of our children to share their special day with us. Parents are welcome to bring a special treat to share. Please notify the teacher at least 48 hours in advance if you plan to bring in a treat. That will allow us time to notify parents whose children have special diets, so they may send a treat for their child to enjoy. Advance notice is required.

CHECK IN/CHECK OUT PROTOCOL

Doors open at 9:50 a.m. and 2:20 p.m. Children will enter & exit through the Education entrance with the red metal awning. Children must be holding hands or walking directly beside you as you cross the alley. Do not stand in the alley or in the neighboring driveways. Children must be picked up no later than 2:30 p.m.

COMMUNICATION

All information concerning WFA, including teacher news, class updates, special events, enrollment, announcements, etc., will be done through email. Please ensure that we have your current email address. Check your email regularly to ensure you don't miss out on these important items. Add the director and support email addresses to your contacts - our group emails often end up in spam folders. Please note: the best and fastest way to receive a response is through email.

A private Facebook group for enrolled families will be utilized as a forum to discuss announcements and events, to share pictures, and to foster community among our Wildflowers families

CONFLICT RESOLUTION

All human endeavors can suffer conflict, and conflict often offers an opportunity for growth. WFA strives for peaceful resolution to any and all conflicts, in ways that provide respect and support for WFA and all its members. Should anyone experience disagreement/grievance within WFA, they must adhere to the following steps for resolving the conflict. During this process, it is absolutely necessary that complete confidentiality be upheld. Refusal to keep matters confidential may lead to removal from WFA and/or KHS. Please note: these steps are for conflicts between students.

1. Discuss the problem with the person with whom you have a disagreement. Children should ask for the assistance of an adult if needed. If both parties cannot reach agreement in a way that allows them to move forward then proceed to the next step.
2. Parties involved need to meet with a member of the Board for mediation. If mediation is unsuccessful, proceed to the next step.
3. The issue must be presented to a quorum of the Board. The final decision will be at the discretion of the Board.

DISCIPLINE AND STANDARDS

Students are expected to cooperate and behave with common courtesy. We value kindness and inclusiveness and use a problem-solving approach to conflict. All discipline is done with respect. Parents' support of the WFA disciplinary policy is expected. Only by working together can we effectively provide our children with an enjoyable, effective place of learning. Our discipline policy was created to facilitate that goal. After you have read the Code of Conduct and Discipline Policy carefully, please review them with your children to ensure their understanding. Correction for misbehavior is a part of any instruction and learning. Our desire to have this policy in place is not to oppress the students within WFA, but to ensure we maintain a healthy environment for all of the children. If we are tolerant of disrespect and problematic behavior within WFA, then we do an injustice to our children. The Code of Conduct is at the end of this packet and must be signed before your child can attend. We take the treatment of our fellow humans very seriously and enforce the COC to ensure our community is being kind.

DISCIPLINE POLICY

If the student is not adhering to the Code of Conduct, the student will be given a verbal warning with the expectation that the student will correct the behavior.

If unacceptable behavior continues, the student will be sent to the front desk to sit out the remainder of the hour or an age-appropriate helpful activity will be assigned, and their parent(s) will be notified.

If unacceptable behavior continues, the parent(s) will be asked to pick up their child, and the student will not be allowed to continue their classes for the remainder of the day.

Students with repeated behavior issues will be dismissed permanently from WFA with no refund. WFA reserves the right to expel any student from the program if disruptive and/or non-compliant behavior fails to be corrected.

If the unacceptable behavior exhibited is severe in nature (as determined by the KHS Board, including but not limited to bullying, sexual misconduct, weapons, violence, threats of violence, etc.), the student will be dismissed immediately and permanently with no refund. Authorities will be notified if applicable. It is our duty to protect the children in WFA.

LEARNING DIFFERENCES

WFA faculty is not trained in meeting the needs of students with learning differences. The families of applicants with disabilities are advised that only minor accommodations can be made to instruction, and that these must be discussed in advance with the Director and teacher. Sometimes, it is the case that WFA will not be able to provide a course for a student with needs that fall outside the scope of our program.

PHOTO, VIDEO, & WEBSITE RELEASE

WFA/KHS parents, administration, teachers, staff, et al. will often photograph and/or video cottage school activities and events. KHS website administrators may publish these on the website and/or social media. Names will not be used on the website but may be used in newsletters or emails to member families. Photos may also be used in marketing materials, newsletters, advertising, etc. KHS will exercise careful discretion in using any photos and/or videos and use best judgement to eliminate any photos and/or videos with personally identifying factors, such as visible nametags, private addresses, or vehicle license plates. Please be aware that by registering your child for WFA and participating in KHS and/or WFA events, you consent to your child's voice, name, and/or likeness

being used, without compensation in any and all media whether now known or hereafter devised, for eternity, and you release Kentuckiana Homeschool, Inc., its successors, assigns, and licensees from any liability whatsoever of any nature. Do not register for WFA or any KHS events if you do not wish to be subject to the foregoing.

PIZZA DAYS

Pizza days are offered once a month as an alternative to packing lunch and as a fundraiser for WFA. Signups are offered per semester and do require pre-payment. There are no refunds or credits for missed days. The pizza choices are pepperoni or cheese. Pizza is purchased from Little Caesars.

SICK POLICY

Your child may NOT participate if they have:

- Been exposed to someone with COVID-19; follow the CDC quarantine guidelines.
- COVID-19 Symptoms: Fever, cough, shortness of breath, body aches, or sore throat
- Had a fever in the past 24 hours. A temperature 100.4F or higher is considered a fever.
- ANY discharge from the eyes or nose.
- Experienced diarrhea or vomiting in the past 24 hours.
- ANY type of rash or unidentified skin irritation that has not been diagnosed as non-contagious by a physician or nurse practitioner.
- A cough.
- Any communicable illness or parasite (e.g., flu, pink eye, lice, etc.)

We trust your discretion in deciding whether or not your child is well enough to participate; however, for the sake of everyone, if your child is noticed with any of these conditions, you will be asked to pick up your child. Please understand our decisions are made in the best interest of all those who participate. Refunds or credits will not be made for missed classes.

STUDENT RESPONSIBILITIES

Students are expected to behave appropriately with common courtesy while on campus, including no shouting, no touching another person without consent, respecting people and property, no weapons, and remaining on campus in designated areas. At the end of classes, students are expected to clean up their work area, and be responsible for their belongings. Unnecessary items are best left at home. We are not responsible for lost or stolen items. Children are

expected to be on time for class and ready to learn. Some classes may have homework. Children are expected to complete assignments by the given deadlines. Repeated refusal to complete assignments or participate in classroom activities may be cause for dismissal from WFA. If you have an objection to an assignment, speak to the teacher right away. Students should always leave our host facility better than they found it.

TARDINESS

Students are expected to be on time for classes. Teachers will start instruction on time.

WEAPONS POLICY

Weapons of any kind, including toy or model weapons unless used specifically for a project/lesson, are not allowed at WFA. Bringing any weapon to WFA will result in expulsion from the program with no refund.

WEATHER POLICY

We generally follow the Louisville Classical Academy (LCA) schedule of closing. If they are closed for reasons like cold, pipes bursting, or pending weather, we will still have classes. If our classes are being held contradictory to LCA closing, you will be notified by email and Facebook. If LCA has a delay, we will still meet on time.

If we miss a class day due to weather or power outage at BRPC, we reserve one make-up date for classes - April 30, 2024. If no class days are canceled, WFA will have its last day on April 23, 2024.

WFA reserves the right to change, amend, modify, suspend, continue, or terminate all or any part of this document, the offerings, classes, teachers, location, etc., either in an individual case or in general, at any time without notice.



CODE OF CONDUCT

1. Students are expected to cooperate, behave with common courtesy, and be respectful to persons and property.
2. Students must respect teachers and cooperate in the classroom. Rude and disrespectful attitudes and/or behaviors (e.g., excessive talking, blatant disobedience, continually late to class) will not be tolerated.
3. Students must be considerate and courteous to other students. Bullying will not be tolerated.
4. Behavior that demonstrates a blatant disregard for person and/or property will result in immediate, permanent dismissal.
5. No food or drink except in designated areas, at designated times.
6. Students must be signed in and out by the parent/guardian or alternate pickup person. ID will be required if the pickup person is not familiar to the staff.
7. Students must remain with staff in their designated areas until they are signed out by a an authorized pickup person.
8. Students must take care of the facilities including treating the church, equipment, & supplies with respect. They must clean up all trash and leave the facility cleaner than they found it. We do not want to jeopardize our partnership with BRPC. Parents will be responsible for property damaged by their student(s).
9. Students must be prepared by bringing all supplies needed (e.g., pencils, paper, and books), complete assignments, arriving on time, etc.
10. If a student misses three (3) unexcused days or more in a semester, they will not be allowed to return, and will NOT be eligible for a refund.
11. Children need to be picked up on time.

I have read the Code of Conduct and the Discipline and Standards, included in this document and I have reviewed them with my child(ren). I agree that my child(ran) can adhere to the Code of Conduct and understand that if they do not comply with the Code of Conduct, that they are subject to the discipline stated in Discipline and Standards up to and including dismissal without a refund of fees and/or tuition.

Parent/Guardian Signature _____

Printed Name _____ Date _____

Name(s) of Student(s) _____



Emergency Contacts and Medical Information for Minor Child

Child's Name			Date of Birth
Parent/Guardian's Name		Parent/Guardian's Name	
Home/Cell Phone	Work Phone	Home/Cell Phone	Work Phone
Address		City, State, Zip	

Alternative Emergency Contacts

1st Emergency Contact		2nd Emergency Contact	
Home/Cell Phone	Work Phone	Home/Cell Phone	Work Phone

Medical Information

Hospital/Clinic Preference			
Physician's Name		Phone Number	
Insurance Company		Policy Number	
Allergies:			
Disabilities or Learning Differences:			
Other important information:			

Parental Permission

Child's Name	Birthdate
People with Permission to Pick up/Drop off ;	

Parental Consent, Medical Treatment Consent, Liability Release

Parental Consent: The undersigned being the lawful parent(s) and/or guardian(s) of the above Student (the "Student") hereby gives permission for and does hereby consent to the participation by Student in the activities and classes (the "Activities") which are part of the Kentuckiana Homeschool, Inc. Wildflowers Academy cottage program conducted by the participants of Kentuckiana Homeschool, Inc., Staff, Board, Independent Contractors, Teachers, & Volunteers of Kentuckiana Homeschool, Inc., Wildflowers Academy, and/or Bardstown Road Presbyterian Church (collectively and individually the "Organizer").

Medical Treatment Consent: The undersigned hereby authorize an adult, in whose care the minor has been entrusted, to approve, authorize and consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician, dentist or other medical care professional. The undersigned further authorizes an adult, in whose care the minor has been entrusted, to review and if necessary, disclose the contents of medical records and to execute any consent form required by medical, dental or other health care authorities incident to the provision of medical, surgical or dental care to the student. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant to this authorization. If there is no medical emergency, the Organizer will first use reasonable efforts to contact the parent(s) and/or guardian(s) before administering or authorizing treatment. Notwithstanding any other provisions herein, Organizer shall not have the authority to withdraw or withhold life sustaining measures for the Student.

Liability Release: In consideration of the Organizer allowing the Student to participate in the Organizer's Activities, the undersigned(s) do hereby release, forever discharge, indemnify and hold harmless Organizer, including but not limited to the participants of Kentuckiana Homeschool, Inc., Staff, Board, Independent Contractors, Teachers, & Volunteers of Kentuckiana Homeschool, Inc., and/or Bardstown Road Presbyterian Church of and from any and all liability, claims, demands, damages, costs, expenses, actions, and causes of action in respect of death, personal injury, sickness, property damage, loss and expenses of any nature whatsoever, howsoever caused, which may be incurred by the undersigned and/or the Student while involved in the Activities. Furthermore, undersigned and Student hereby assume all risk of accidental personal injury, sickness, death, damage, and expense as a result of participation in the Activities contemplated herein.

I (WE) HAVE READ, UNDERSTAND AND AGREE TO THE FOREGOING PARENTAL CONSENT, MEDICAL TREATMENT CONSENT AND LIABILITY RELEASE, AND HAVE SIGNED BELOW.

Parent(s)/Guardian(s):

STATE OF _____ (COUNTY OF _____):

This is to certify that on the ____ day of _____, 20 _____, before me, a Notary Public, in and for the State and County aforesaid, did appear personally before me acknowledged his/her/their identity and their assent to the above agreement by signing above.

NOTARY PUBLIC _____ STATE AT LARGE

My Commission Expires: