



Welcome to the Gap Program! We are happy to have the opportunity to provide quality child care for your school age children. The Gap Program is a reliable, high quality before and after school child care program offered from all of the Post Falls School District elementary schools and kindergarten. Children enjoy an active agenda of developmentally appropriate activities which include arts and crafts, sports, games, special events, homework time, quiet low-key and high energy activities, and snack time!

Registration Checklist:

- + Read our General Policies and Procedures and the Billing and Payment Policy.
- + Complete and sign registration form and parent consent form.
- + **Child's most recent immunization record or an Idaho Certification of Immunization Exemption form**
- + Return forms to the Gap Business office. After the school year program has begun please return forms to us at least 2 days before childcare is needed. The earlier we receive your registration form the better it helps us to plan program and staffing needs.

Along with your registration form and parent consent form please include:

- Payment for the \$30.00/child or \$50.00/family annual registration fee.
- Payment for the first month's fee- if attendance has begun later than the first week of the month, the fees will be adjusted accordingly.

**Post Falls School District #273
The Gap Program
Post Office Box 40 (for mailing payments)
Post Falls, ID 83877-0040**

**The Gap Business office is located in the Mullan Trail Elementary Gymnasium (old locker room) at
300 West Cherry Street in Post Falls, Idaho.**

Phone 208-777-8251 Fax 208-773-8312

Director Patty Easton-Martin email pmartin@sd273.com

Gap Sites

Frederick Post Kindergarten	205 W. Mullan Ave	773-5010
Greensferry Elementary	1520 N Bunting Lane	773-5071
Mullan Trail Elementary	300 W. Cherry Street	777-8251
Ponderosa Elementary	3483 E. Ponderosa Blvd	777-8233
Prairie View Elementary	2478 E. Poleline Ave	777-3041
Seltice Elementary	1101 N Chase Rd	773-7352
West Ridge Elementary	1758 N. Clark Fork Parkway	457-1764

The Gap Program General Policies and Procedures

ABSENCE: If your child/ren will not be able to attend on their regularly scheduled day (regardless of reason) please call your Gap site as soon as you are aware of the absence. Each site has an answering machine to receive your message 24 hours a day. This is for your child's safety.

ADMISSION: Any elementary-aged child who is enrolled in Post Falls School District #273 is eligible to attend Gap, provided the program can adequately serve the child's needs. Attendance may begin after your child is registered, registration fee, and first month's fee is paid.

CLOSURES: We are closed weekends, most legal holidays, snow days, winter break, spring break, summer break, and some in-service days. On occasion it is necessary for school to be cancelled because of inclement weather. The district will provide up-to-date information regarding potential closures at this site. Other emergency information can be found under Current emergencies Post Falls School District-Emergency. In most cases, the decision to keep school open or to close school will be made by 5:30am on that school day. The Superintendent will make the decision whether to conduct school or not. The district provides the information to KXLY, KVNI, KCDA, KISS, KDRK radio, KREM-2, KXLY-4 and KHQ-6 television stations.

DISCIPLINE PROCEDURE: First offense for misbehavior the Gap staff will address the issue with the child and parent verbally. Second offense the Gap Site Coordinator will address the issue with child and parent with a written notice. Third offense the child will be suspended or terminated from the Gap Program. There will not be any credit given for time missed due to a discipline issue. If the issue at hand is reason for immediate dismissal then you will be notified immediately.

DISMISSAL POLICY: Children who disrupt the program will be taken through the discipline procedure which may result in dismissal from the Gap Program. Parents who do not comply with the policies of Gap or who disrupt the program will be dismissed from the Gap program. This includes late account payments.

EXTRA-CURRICULAR ACTIVITIES: If your child needs to leave Gap before or after school for a school based extracurricular activity, you must submit a written notice to your Gap Site Coordinator releasing your child to the extracurricular activity. You are still responsible for planning the child's way to and from that extra-curricular activity. Gap staff cannot leave the site for any pickups or drop offs. No credit is given for these absences.

VARYING SCHEDULES: If your child will attend the same amount of days per week but the actual days may vary, you will need written notification to your site coordinator of at least 1 week in advance.

EXTRA USAGE: In unexpected situations your child may come to additional sessions provided there is adequate staffing and you have notified the site coordinator and your child's school secretary. Gap staff will fill out an "extra usage" form and fees will be assessed on your next monthly statement. Your fee schedule may change accordingly.

HOURS OF OPERATION: Our childcare sessions begin at 6:30am and end at 6:00pm Monday through Friday. We accommodate all of the four different (color coded) sessions of the Kindergarten including full days for those in need that attend the alternative classes the same from 6:30am-6:00pm Monday through Friday. Please respect the opening and closing times. Too early drop off or late pickups will be assessed extra charges.

ILLNESS, INJURY, OR EMERGENCIES: If your child becomes ill or injured and needs to go home, you will be contacted. Minor injuries or occurrences will be communicated to you at the time of pickup or drop off. In an emergency, care will be provided and you will be contacted immediately. If a 911 call results in ambulance service, parents will be responsible for the cost.

IMMUNIZATION RECORDS: Due to childcare licensing requirements Gap must have a current valid copy of your child's immunization records on file at the site your child attends.

No School/Gap Open Days: The Gap Program may be open all day for those enrolled in the program on Teacher In Service and Workdays check with your Site Coordinator. Advance sign-ups are required, even if the "No School" day falls on a regularly scheduled contract day. If the "No School" day is not your child's regular usage day you will be charged for your usage at the hourly rate. If you have made reservations for your child to attend but he/she will not be attending, please notify your Gap site as soon as possible.

MAIL: It is your responsibility to pick up statements, newsletters, and other valuable information from your site designated area. Please ask your site coordinator where this designated area is located and check it every day. One copy per family will be available. See GAP mailing address on first page.

MEDICATION: We encourage ALL medications to be taken at home or with the school nursing regulated dispensaries.

MINIMUM ATTENDANCE: Children may be enrolled to attend either before school, after school, or both. Minimum attendance is 2 sessions per week.

PICK UP: Children must be picked up by 6:00pm. Parents who pick up their children after 6:00pm will be charged \$5.00 per child for the first 15 minutes, and an additional \$5.00 per child for every five minutes thereafter. The extra usage fees will be assessed on your next month's statement. After the third occurrence, your child may be dismissed from the program. If your child is not picked up by a reasonable time your emergency contacts will be called if no response regarding your child's pick up the police department will be called.

RELEASE: Your child must be signed out with accurate time and signature from the Gap Program at the sites every day by parent, guardian, or other designated contact. In the event of an emergency where someone else is picking up your child, you must notify the Site Coordinator prior to them picking up your child and they will have to provide identification.

RESPONSIBILITY: Gap personnel are responsible for children from the time they are signed in by parents until school starts. Children enrolled in the Gap Program before school must be escorted by a parent/guardian every morning into the GAP site. We are not responsible for children until they enter our room and are signed in. Gap personnel are responsible for children after school until they are signed out by the parent/guardian by 6:00pm. Children will only be released to parent(s), guardian or other designated contacts on the Gap Enrollment and Registration Form unless prior arrangements are made.

SCHEDULE CHANGES: If you wish to make a change in your child's schedule, please complete a "Schedule Change" form at your child's Gap site, with your site coordinator. You must advise your site coordinator in writing one week in advance of any changes. Monthly fees will not be adjusted for schedule changes that reduce your child's current attendance during that month. Your new fee will be posted on the statement for the following month.

BREAKFAST AND SNACKS: Kindergarten and elementary level children will have to acquire breakfast through the school food service program. Snacks are provided at all of the sites in the afternoon, there is no charge for this service.

STATEMENTS: A hard copy of the Statement will be at the sites by the 5th working day of each month, upon request they will be emailed to you on the address you provide with registration. It is the parent's responsibility to pick up their statements each month. We cannot mail out statements or duplicate for another party. If you have an arrangement where the person who drops off or picks up the child is not responsible for the billing, it is still your responsibility to know your monthly contract fee that must be paid by the 20th of each month or a \$10 late fee will be added.

WITHDRAWALS: If you choose to discontinue Gap services during the school year, please complete and return a "Schedule Change" form with the withdrawal information at your site. Your account must be paid in full at the time of withdrawal. You will not receive credit without a 2 week advance written notice.

Billing and Payment Policy

ABSENCE CREDIT: We can only credit your account up to only 2 weeks per school year provided we receive notice two weeks in advance. "Schedule Change" forms are available at your Gap sites. These absences must be for at least 5 consecutive school days and do not include scheduled days off.

BANKRUPT ACCOUNTS: Accounts that have filed bankruptcy will be withdrawn from the program permanently.

COLLECTION ACCOUNTS: Accounts that have been referred to a collection agency will only be allowed to reenter the Gap Program when written confirmation and receipt of the full collection amount from that agency is received. A new billing contract will require that monthly fees will be paid in full for 2 months in advance at all times. If at anytime this contract is not met, your child will be permanently dismissed from the Gap Program.

IDAHO CHILD CARE PROGRAM (ICCP): ICCP helps eligible low-income and foster care families pay for childcare. For more information contact the Self Reliance Program at Region I Department of Idaho Health and Welfare office, 1120 Ironwood, and Coeur d'Alene, ID, phone 769-1456 or just dial 2-1-1. Parents or guardians who receive assistance are still responsible for their childcare fees. The registration fee and first months fee is required before a child can start the program. You have 2 weeks to provide our office with your ICCP eligibility. See insert in this packet.

MONTHLY FEES: Monthly fees are based on an average of 20 school days (for 9 months) in a billing period. While some billing periods have fewer childcare days than others, such as months with holidays, others have more childcare days. Credit will be given and reflected on statements for winter and spring breaks. We will be closed during these times. We are open some In-Service and Teacher Workdays. These days will be included in your monthly fees only if it is a normal contract fee scheduled day.

NSF CHECKS: Checks returned to the Gap Program for insufficient funds will be charged a \$25.00 fee. This check must be replaced immediately by cash or money order. Failure to do so may be cause for your child's dismissal from the program and your account maybe forwarded on to collection proceedings.

PAST DUE ACCOUNTS: Accounts are considered past due when you have not paid your fees in full by the 20th of each month. Past due accounts will be charged a \$10 late fee. If your account goes 15 days past due this may be cause for your child's dismissal from the program and your account may be forwarded on to collection proceedings.

PAYMENTS: Statements will be distributed to each site by the 5th working day of every month. September statements will be produced per request only due to September fees are paid in advance when registering for Gap. To avoid a \$10.00 late fee, payments must be received at the Gap Business Office by the 20th of each month. We are not responsible for unique billing situations; we will leave a statement at your child's site each month. **Payments will be accepted at the sites.** To avoid automated late fees we recommend you mail your payment to arrive by the 20th of each month to the address listed below. We accept receipted cash, check or money order. There is also a payment drop box located in the Gap Business Office at the Mullan Trail Elementary school GAP site or you may take it in person to the PFSD#273 Administrative Office located at 206 West Mullan Avenue, Post Falls, ID Office hours: 7:30am – 4:30pm Monday through Friday (except holidays). Please write your child's full name on the comments line of your payment and address envelope to; The Gap Program, Post Office Box 40, Post Falls, ID 83877-0040, do NOT send cash in the mail

REGISTRATION FEE: a \$30.00 per child or \$50.00 per family non-refundable yearly registration fee is payable at the time of registration along with payment for the first month's fee.

This program is sustained by the childcare payments received each month.