



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 at all of the Post Falls School District elementary schools. 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 recent immunization record or an Idaho Childcare Certification of Immunization Exemption Form
- + 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.
- + Return forms to the GAP Business office.

Post Falls School District #273
The GAP Program
Post Office Box 40
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

Gap Sites

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
Treaty Rock Elementary	4916 E Hope Ave	
West Ridge Elementary	1758 N. Clark Fork Parkway	457-1764

The GAP Program General Policies and Procedures

ABSENCE: If your child will not be able to attend on their regularly scheduled day (regardless of the 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 enroll and attend GAP, provided the program can adequately serve the child. Attendance can begin after your child is registered, registration fee, and first month's fee is paid.

CLOSURES: We are closed weekends and most holidays. See the GAP calendar for closure dates.

Snow Days: In most cases, the decision to keep school open or to close school will be made by 5:30am. 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. GAP will be open school is closed because of weather and will be at Mullan Trail.

New families will need to register and prepay for snow days.

Two-Hour Late Start: If the District decides to have a two-hour late start all GAP sites will be open at the regular time. Late Start Days will be charged an additional usage fee for the additional two hours per day in addition to your regular morning GAP charges regardless of when you drop off your child.

*During the winter months, please be aware of the cold, wind and ice, and dress your child appropriately for the conditions. GAP kids are outside kids. *

School Out/GAP Open Days (SOGO): The GAP Program may be offered all day for those registered in the program on Teacher In-Service Work days or conferences check the GAP Calendar. Advance reservations are required with your coordinator, even if the School Out, GAP Open Day falls on a regularly scheduled contract day. 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. *SOGO days will be charged additional use fees for all usage outside of your regular schedule as well as your scheduled charges.*

Christmas Break and Spring Break:

Both Christmas Break and Spring Break *are not included* in your contracted scheduled days and fees. Christmas and Spring Break will be charged a daily charge regardless of the hours used in a day. Pre-registration and payment will be due *prior* to the break.

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.

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 color-coded sessions of the Kindergarten including full days for those in the alternative classes 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. Children should not be dropped off early, or picked up late. Repeated violation will result in your child being withdrawn from the GAP program.

ILLNESS, INJURY, OR EMERGENCIES: If your child becomes ill or injured and needs to go home, you will be contacted. Minor injuries will be documented and 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. It is the parent's responsibility to make sure contact information is up-to-date.

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. If your child gets immunizations during the year please provide us with a copy.

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. Also, please add our email to your account so that our emails we send you don't go to SPAM. It is your responsibility to check all areas of communication.

MEDICATION: We encourage ALL medications to be taken at home or with the school nursing regulated dispensaries. GAP staff will not give children medication, nor will staff store any medication.

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 5 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, the police department will be called. Please have back-up plans for someone to pick up your child in the event you are not able to regardless of the reason, or if your child becomes ill.

RELEASE: Your child must be signed out 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. 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.

SCHEDULE CHANGES: If you wish to make a change in your child's schedule, please inform your Site Coordinator at least one week in advance and they will complete a Schedule Change Form. 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 and lunch through the school food service program. Snacks are provided at all of the sites in the afternoon and there is no charge for this service.

STATEMENTS: Statements will be at the sites by the 5th working day of each month. 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 10th of each month or a \$10 late fee will be added.

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.

WITHDRAWALS: If you choose to discontinue GAP services during the school year, please inform your Site Coordinator with a 2 week advance written notice. They will complete a Schedule Change Form with the withdrawal information. 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: There is no absence credit given for missed days. Your contracted days and times remain the same regardless of how you use them in order for our program to run efficiently.

BANKRUPT ACCOUNTS: Accounts that have filed bankruptcy will be withdrawn from the program and will not be accepted back into the program now or in the future.

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, 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. Families receiving childcare assistance must provide an agency award letter at time of registration. If this letter is not provided, registration fee and half of the monthly fee is required before a child can start the program. It is the responsibility of the parent or guardian who receives the assistance to make an appointment to provide a Monthly Dependent Care Charge Form completed with their information to the GAP Office. It is the parent or guardian's responsibility to know and pay the co-payments by the 10th of each month.

MONTHLY FEES: Monthly fees are based on 175 contracted school days. We are open for In-Service Days and Teacher Workdays *SOGO additional usage fees apply*. See GAP calendar for dates GAP will be open and closed.

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 10th of each month. Past due accounts will be charged a \$10 late fee. If your account goes 5 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 since September fees are paid when registering for GAP. To avoid a \$10.00 late fee, payments must be received at the GAP Business Office by the 10th 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 or at the GAP Business Office located at Mullan Trail Elementary School. To avoid automated late fees, we recommend you mail your payment to arrive by the 10th of each month to the address listed below. We can only accept cash, check or money order at the sites. Please write your child's full name for reference on the comments line of your payment. If you have already established a Skyward Family Access password, you can access the online payment system conveniently via computer or mobile device at <https://pfsd.revtrak.net>. If you have any problems with your password or further questions, please contact your student's school secretaries.

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REGISTRATION FEE: a \$30.00 per child or \$50.00 per family non-refundable yearly (September through May) 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.