



Welcome to the GAP Program! We are happy 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 for Post Falls School District elementary students. 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 the online registration form.
- + Submit your child's recent immunization record or an Idaho Child Care 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. Note - 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  
PO Box 40  
Post Falls, ID 83877-0040

The GAP Business office is located in the Frederick Post Learning Center at 205 W. Mullan Ave.  
(208) 773-5010

**GAP Sites**

Greensferry Elementary	1520 N Bunting Lane	773-5071
Mullan Trail and Seltice Elementary	300 W. Cherry Street	777-8251
Ponderosa Elementary	3483 E. Ponderosa Blvd	777-8233
Prairie View Elementary	2478 E. Poleline Ave	777-3041
Treaty Rock Elementary	4916 E Hope Ave	619-1478
West Ridge Elementary	1758 N Clark Fork Pkwy	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. There are no credits issued for absences.

**ADMISSION:** Provided the program can adequately serve the child, any elementary-aged child who is enrolled in Post Falls School District #273 is eligible to enroll and attend GAP. 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 if school is closed because of weather and will be at Mullan Trail. See our snow day and delayed start information. 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 days when school is closed, check the GAP Calendar. Advance reservations are required, even if the School Out, GAP Open Day falls on a regularly scheduled contact 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. See GAP Program Fees.*

**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. Advance reservations are required.

**DISCIPLINE PROCEDURE:** Misbehavior will be communicated to parents verbally and/or with written notice. Children who consistently disrupt the program may be dismissed from GAP. Serious infractions of GAP rules will be dealt with on a case-by-case basis by the GAP Manager and may result in a temporary or permanent suspension. If the issue at hand is reason for immediate dismissal, then parents / guardians will be notified immediately. There will not be any credit given for time missed due to a discipline issue.

**DISMISSAL POLICY:** Parents who do not comply with the policies of GAP or who consistently disrupt the program will be asked to make other arrangements for child care. This includes late account payments.

**DROP OFF:** Your child must be signed in to the GAP Program at the sites every day by parent, guardian, or other designated contact. For their safety, children who come in without an adult to sign them in will not be able to attend GAP until they are signed in by a parent, guardian, or other designated contact. GAP staff will contact the parents to come back and sign their child in. No credit is given for missed sessions.

**EXTRA-CURRICULAR ACTIVITIES:** If your child needs to leave GAP before or after school for a school-based extracurricular activity, you must submit a GAP Extra Curricular Activities Permission Slip 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 in advance. 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. 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 dismissed 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 an updated copy.

**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.

**NOTICES:** It is your responsibility to read and understand all emails, newsletters, postings, statements, and other valuable information. Please ask your site coordinator where the designated area is located for this information and check it every day. Also, add our email to your account, so our emails do not go to SPAM. It is a parent / guardian's responsibility to check all areas of communication.

**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 or if your child becomes ill.

**RELEASE:** Your child must be signed out from the GAP Program by a parent, guardian, or other designated contact. In the event of an emergency where someone else is picking up your child, you must notify the GAP staff at your site 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 according to the submitted GAP 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:** Breakfast and lunch is served through the school food service program. See the PFSD Nutrition Services webpage for more information. Snacks are provided at all of the GAP sites in the afternoon, and there is no charge for this service.

**STATEMENTS:** Statements will be emailed by the 25th working day of each month. It is the responsibility of the parents/guardians to check their email each month. It is also their responsibility to make sure the

correct email is on file. Statements will be sent to both parents/guardians if both of their emails are provided. Late payment statements will be provided at the sites if payment has not been made by the 1st of each month with a \$10 late fee charge added. 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.

**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 at least 1 week in advance.

**WITHDRAWALS:** If you choose to discontinue GAP services during the school year, please inform your GAP staff at your site with a 2 week advanced 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. In order for our program to run efficiently, contracted days and times remain the same regardless of how parents use them.

**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 any time 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 208-769-1456 or just dial 2-1-1. Parents or guardians who receive assistance are still responsible for their childcare fees. Half the monthly fee is required before a child can start the program. If there is a credit balance due to the copayment fee being lesser, the credit will go towards the next month's balance. Parents are requested to submit a Monthly Dependent Care Charge Form to Health and Welfare before the 20th of the month. Failure to do so may result in dismissal from the program. Parents/Guardians should review the posted ICCP Family Procedures. Please call the GAP Office first for an appointment to fill out this form. Balances must be paid by the 1st of each month. Parents who receive ICCP assistance are responsible to make sure ICCP is being billed correctly and that their childcare fees are paid in full each month, whether ICCP pays or not.

**LATE START MONDAYS:** If the only day you need GAP for before-school childcare is on Monday due to late start, GAP can accommodate this. The registration and monthly fee will be required at the time of registration. (See "GAP Program Fees.") The monthly fee is based on a full morning from 6:30 am to when the playground is open. We charge by the day, not by the minute or hour.

**MONTHLY FEES:** Monthly fees are based on 175 contracted school days. (See "GAP Price Sheet.") 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 may be forwarded to collection proceedings.

**PAST DUE ACCOUNTS:** Accounts are considered past due when you have not paid your fees in full by the 1st 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 to collection proceedings.

**PAYMENTS:** Statements will be emailed by the 25th 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 1st of each month (see mailing address below). We are not responsible for unique billing situations; we will email statements to emails provided each month. Payments will be accepted at the sites or at the GAP Business Office located at 205 W Mullan. To avoid automated late fees, we recommend you mail your payment to arrive by the 1st of each month to the address listed below. We can only accept cash, check or money orders 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 [Revtrak](#). If you have any problems with your password or further questions about accessing this account, please contact your student's school secretaries.

The GAP Program  
PO Box 40  
Post Falls, ID 83877-0040

**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 child care payments received each month.**