



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! Post Falls School District #273

Registration Checklist:

- + Read our General Policies and Procedures and the Billing and Payment Policy.
- + Complete the online registration form.
- + Payment for registration fee and first month's fee. Note - if attendance has begun later than the first week of the month, the fees will be adjusted accordingly.
- + Submit your child's recent immunization record or an Idaho Child Care Certification of Immunization Exemption Form to GAP Office email (caitlin.buechler@sd273.com or christina.magistrale@sd273.com)

ICCP Families:

- + Read our General Policies and Procedures and the Billing and Payment Policy.
- + Complete the online registration form.
- + Call the GAP Office to make an appointment to pick up paperwork. Registration fee due at the time of appointment. This will be considered your co-pay until we hear from ICCP.
- + Deliver the necessary forms to Health and Welfare

GAP Sites

Greensferry Elementary	1520 N. Bunting Lane	208-773-5071
Mullan Trail Elementary	300 W. Cherry Street	208-777-8251
Ponderosa Elementary	3483 E. Ponderosa Blvd	208-777-8233
Prairie View Elementary	2478 E. Poleline Ave	208-777-3041
Seltice Elementary	1101 N. Chase	208-773-7352
Treaty Rock Elementary	4916 E. Hope Ave	208-619-1478
West Ridge Elementary	1758 N. Clark Fork Pkwy	208-457-1764

GAP Office Information

205 W Mullan Ave. 208-773-5010

Mailing address

PO Box 40
Post Falls, ID 83877

ADMISSION: Provided the program can adequately serve the child, any elementary-aged student who is enrolled in Post Falls School District #273 is eligible to enroll and attend GAP. Attendance can begin after your child is registered, parents receive notification of acceptance, and registration and first month's fee is paid.

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 a voice mailbox to receive your message 24 hours a day. This is for your child's safety. There are no credits issued for absences.

CLOSURES: We are closed weekends, holidays, Thanksgiving, Christmas, and Spring Break. 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 hold school or not. The district provides closure information on the website and to KXLY, KVNI, KCDA, KISS, KDRK radio, KREM-2, KXLY-4 and KHQ-6 television stations. GAP will be open at Mullan Trail (only) beginning at 7:30am if school is closed because of weather. There is an additional usage fee for snow days, please see the Program Fee Schedule.

TWO HOUR LATE START: If the District decides to have a two-hour late start, all GAP sites will be open at 7:30am. There is an additional usage fee for delayed start, please see the Program Fee Schedule.

More information can be found [here](#).

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.

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. 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 a 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.

Entrance: Each GAP site's phone number is posted on the front door. To enter the site for drop off or pick up, the phone number must be called, and the staff must be made aware of who is calling and which child is being dropped off or picked up. Please do not hold the door open for other parents or wait for others to open the door. This protocol is to ensure the safety of all children and staff.

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.

FABULOUS FRIDAYS: GAP will be open from 6:30am - 6:00pm on non-school Fridays at Mullan Trail. Families will need to be enrolled in GAP with a schedule for another day (Monday, Tuesday, Wednesday, or Thursday) in order to attend non-school Friday GAP. There is an additional fee for these non-school Fridays. Please see the [Program Fee Calendar](#). Children must bring a packed lunch from home as there will be no lunch provided through Nutritional Services. GAP staff are not able to heat up any food or liquid items for children in the GAP program.

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. Late pickups will be assessed extra charges. Repeated late pickups 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. If medication needs to be taken during GAP hours, an Authorization For Medication Administration form must be completed and signed by the parent or guardian. Any medication administered during GAP hours needs to be prescribed by an MD/Health care provider and must be brought to GAP in an original, properly labeled container. If the medication changes (i.e. different dose), a new authorization form must be completed. GAP will not transfer medications to the school or to another site. Please ask your pharmacist for an additional prescription bottle to provide medication to the GAP program for Fridays/non school days, if needed. If your student has an emergency medication, please talk to your GAP site coordinator.

MINIMUM ATTENDANCE: Children may be enrolled to attend either before school, after school, or both. Minimum attendance is 2 days per week. Children may only attend on their scheduled days unless prior arrangements have been made with the site coordinator.

NOTICES: It is the parent's / guardian's 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.

PERSONAL ITEMS: Students should not bring toys, phones, electronics, etc. to GAP. If your child does bring personal items, GAP is not liable for stolen, lost, or broken items. Staff will ask for the item to be put away

in the child's backpack. If the child chooses to keep it out, the item may be confiscated, and a parent/guardian will need to pick it up.

PICKUP: 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.

POWER OUTAGES: In the event of an occasional prolonged power outage, we will make every effort to contact you to pick up your child.

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 photo identification.

RESPONSIBILITY: GAP personnel are responsible for children from the time they are signed in by parents until school starts. Your child must be signed in to the GAP Program at the sites every day by a parent, guardian, or other designated contact. 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 regular GAP schedule, please inform your Site Coordinator at least one week in advance, they will direct you to fill out 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.

SNACKS: Breakfast and lunch is served through the school's Nutritional Services program Monday-Thursday. 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. Children are welcome to bring their own breakfast and snack items. GAP staff are not able to heat up any food or liquid items for children in the GAP program.

STATEMENTS: Statements will be emailed from notifications@procaremessaging.com by the 25th of each month. Accounts will also be available on myprocare.com or the Procare App. 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 the parent's/guardian's responsibility to know the monthly contract fee.

WITHDRAWALS: If you choose to discontinue GAP services during the school year, please inform your Site Coordinator and fill out a Withdrawal Form at your site at least 2 weeks in advance. 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 monthly fees to 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 child care. 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. Please read the [ICCP Policies and Procedures for GAP](#) for more information.

MONTHLY FEES: Monthly fees are based on 181 contracted school days (148 Open School Days, 33 Fridays). (See "[GAP Price Sheet](#)".) 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 credit card, 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 fees have not been paid in full by the 1st of the 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 of each month. September statements will be emailed with the acceptance email sent in August. 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.

- Card payments may be made through myprocare.com or the Procure app once signed up with a username and password. You may set up one time or recurring payments through Procure with credit or debit card.
- Cash, check, and money order payments will be accepted at the GAP Business Office located at 205 W. Mullan. For after-hours payment, there is a locked drop box located outside the main entrance of the Frederick Post Learning Center. Please make sure payments are labeled so they are applied to the correct account.
- Payments can also be mailed to the address below:

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 fees.

This program is sustained by the child care payments received each month.