



Welcome to School PLUS! We are happy to have the opportunity to provide quality childcare for your family. It is our hope that you will have peace of mind knowing that your child is well taken care of while you are at work.

School PLUS is a quality child care program and is NOT an extension of the Coeur d'Alene School District 271's academic program. We are funded and operated by parent fees.

Thank you for the privilege of caring for your children.

TO APPLY FOR OUR 2023-2024 SCHOOL YEAR PROGRAM:

- 1. Complete an application form** online at cdaschools.org. *Allow 2 days for processing.* Once your application has been processed, you'll receive a statement with the registration fee and first month charges. This balance will need to be paid PRIOR to attending School PLUS.
- 2. Sign into Procure** from the link you will receive via email.
- 3. Submit Payment** for the registration fee and first month charges.
- 4. Bring immunization records** with you to your School PLUS site on the first day of attendance. (Please bring a copy, not the actual records).

PLEASE NOTE

- To begin attendance on the first day of school, September 5, 2023, applications and payments must be received by the district office no later than September 1, 2023.
- A statement for September will be emailed once your application is processed.
- Registration fees are annual and non-refundable.
- For families attending our Summer program, accounts must be paid in full before we will process applications for the school year.
- If attendance begins later than the first week of the month, the fee will be prorated to the start date.

For children whose start date is after the first week of school, application and payment must be received at the School PLUS office a minimum of two business days before childcare begins.

ICCP

Participants must:

1. Register online.
2. Let School PLUS know that you are an ICCP participant, and make an appointment to pick up paperwork.
3. Deliver the necessary forms to Health and Welfare.
4. Pay a copay PRIOR to children attending.

Please email schoolplus@cdaschools.org with questions.

ADMISSION

Any school-age child who attends a Coeur d'Alene School District elementary School, where a School PLUS program is located, is eligible to attend. The School PLUS program does not discriminate on the basis of race, gender, sex, or disability. Welcome to the School PLUS program. We strive to provide the best child care experience for all of our children and families.



GENERAL INFORMATION

SCHOOL YEAR HOURS OF OPERATION

Program begins on the first day of school in September and ends on the last day of school in June. The program hours are 6:30 am to 10:00 am on Monday mornings and 6:30 am to 9:00 am Tuesday through Friday mornings. Our afternoon session is from 3:30 to 6:00 pm Monday through Friday.

MEALS

Breakfasts and lunches are available for purchase, through the school food service program at each elementary school. For meal prices, please contact your child's school office or the district's website, www.cdaschools.org. Payment is made at the school where the child will be served lunch.

SCHOOL PLUS SITES

Atlas Elementary	3000 W. Honeysuckle	762-6867 Cafeteria
Borah Elementary	632 E. Borah Ave	765-6757 Cafeteria/Stage
Bryan Elementary	802 E. Harrison Ave	664-4680 Cafeteria
Dalton Elementary	6336 N. Mt. Carroll	772-5502 Multipurpose
Fernan Elementary	520 N. 21st St	765-8748 Cafeteria
Hayden Meadows Elementary	900 E. Hayden Ave	772-0516 Cafeteria
Northwest Expedition Academy	2008 W. Prairie Ave.	763-0801 Gym
Ramsey Magnet	1351 W. Kathleen Ave	664-4787 Cafeteria
Skyway Elementary	6621 N. Courcelles Parkway	667-0744 Cafeteria
Sorensen Elementary	310 N. 9th St	664-4869 Cafeteria
Winton Elementary	920 W. Lacrosse Ave	664-6355 Cafeteria

BILLING AND PAYMENT POLICY

REGISTRATION FEE: A \$40.00 per child or \$60.00 per family non-refundable yearly (September through August) registration fee is due at the time of registration along with payment in full for the first month's fee.

TUITION FEES: Monthly fees are based on an average number of school days in a billing period rather than the actual number of school days in a particular billing period. While some billing periods have fewer childcare days than others, such as months with holidays, others have more childcare days. Our fees are calculated from an approximate 21 day average. There is a minimum requirement of three days per week and 4 consecutive weeks of enrollment. Fees will not be prorated for Winter or Spring breaks. We will remain open during these times at designated sites.

STATEMENTS: We will make every effort to email monthly statements on the 1st of every month. To avoid a \$10.00 late fee and disruption of service, payments must be received at the School PLUS office no later than the 10th of the month. Payments will not be accepted at the sites. *Paper statements will not be sent to sites. Instead they will be produced per request only. September fees are paid when registering for School PLUS.*

PAYMENTS: We accept checks, money orders, or cash at the School District 271 Administrative Office. You may also set up one time or recurring payments through Procure with a credit* or debit card. We have an after hours drop box to the left of the main entrance to our office building. Please make sure payments in the drop box are labeled to make sure funds are applied to the correct account. If mailing a payment, please address to School PLUS at 1400 N Northwood Center Ct, Coeur d' Alene, ID 83814.

EXTRA CHARGES: If you use School PLUS for an extra session that has not been scheduled, you will be charged for that time and it will be reflected on your next month's statement. This includes extra mornings/afternoons, No School Days, Weather Closures, And Early Release Days.

ABSENCE CREDIT: We can credit your account 2 weeks per year provided your child attends the full school year and we receive an email in advance. Our families that only attend the Summer program may use 1 week worth of credit with the same guidelines. Please email schoolplus@cdaschools.org. These absences must be for at least 5 consecutive days at a time. No credit is given for absences of less than 5 days. Credit will be reflected on your next month's statement. Monthly fees are not prorated for December or March/April. We are open during most No School Days. We will prorate June's fee to 25% of the usual monthly fee.

SCHEDULES: Minimum attendance is 3 days per week. Children may only attend on their scheduled days unless prior arrangements have been made with the site coordinator.

IDAHO CHILDCARE PROGRAM (ICCP): ICCP helps low-income families pay for childcare. Assistance is available to families with parents who are employed, looking for work, in job training or enrolled in school. For more information contact the Self-Reliance Program at the Region I Health and Welfare office, 1120 Ironwood, Coeur d'Alene, ID, 83814, phone 769-1456. New families receiving child care assistance must provide an agency award letter at time of registration. Parents are requested to submit a Monthly Dependent Care Charge Form (billing form) to HW before the 20th of the month. Failure to do this may result in dismissal from the program. Please call the School PLUS office first for an appointment. Balances must be paid 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.**

COLLECTION ACCOUNTS: Accounts with past due balances will be referred to a collection agency.

BANKRUPTCY: Past due accounts that have filed bankruptcy will not be allowed to re-enroll in School PLUS.

*a fee of 3.5% will be charged with all credit/debit card payments

SCHOOL PLUS GENERAL POLICIES AND PROCEDURES

ABSENCE: If your child will not be able to attend on his or her regularly scheduled day (regardless of reason) please call your School PLUS 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. See Billing and Payment Policy for information about absence credit.

ADMISSION: Any school age child who resides within Coeur d' Alene School District 271 is eligible to attend School PLUS, provided the program can adequately serve the child. Attendance can begin 2 days after your registration form is filled out and the registration fee plus first month's fee is paid.

ARRIVALS: Children enrolled in School PLUS before school begins must be escorted by a parent or responsible adult in the morning. Your child must be signed in when you drop him or her off for childcare. We are not responsible for children who are enrolled before school until they enter our room and are signed in by parent or guardian.

CLOSURES: We are closed on most legal holidays, and occasionally a Weather Closure.

DEPARTURES: Your child must be signed out when you pick them up unless special arrangements have been made with the site coordinator. No child will leave early without written parental permission. Children will only be released to their parent/guardian except in prearranged situations. ID may be requested at pick up.

DISMISSAL POLICY: Children who consistently disrupt the program will be taken through a formal discipline procedure which may result in dismissal from School PLUS. Parents who do not comply with the policies of School PLUS or who consistently disrupt the program will be asked to make other arrangements for childcare.

EXTRA CURRICULAR ACTIVITIES: If your child needs to leave School PLUS before or after school for a school based extracurricular activity, you must submit a written notice releasing your child to the extra curricular activity.

EXTRA USAGE: In unexpected situations your child may stay in our program extra time (at additional cost), provided there is adequate staffing and you have notified the site coordinator in advance.

FIELD TRIPS: Children must be signed-in by the posted arrival time or they will not be able to attend the field trip and parents will need to find alternative childcare. Fees will then be posted on your account for the month. They are due and payable when you see them on your statement. Parents may need to provide sack lunches on field trip days.

HOURS OF OPERATION: Program begins on the first day of school in September and ends on the last day of school in June. The program hours are 6:30 am to 10:00 am on Monday mornings and 6:30 am to 9:00 am Tuesday through Friday mornings. Our afternoon session is from 3:30 to 6:00 pm Monday through Friday. Childcare is also available on "No School" days and most Weather Closure days from 6:30 AM to 6:00 PM.

ILLNESS, INJURY, OR EMERGENCIES: If your child becomes ill and needs to go home, you will be contacted first and arrangements will then be made. In an emergency, care will be provided and you will be contacted immediately. If a 911 call results in ambulance service, parents/guardians will be responsible for the cost.

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

MEDICATION: Before we can dispense prescribed medication to your child an Authorization Form Medication Administration form must be completed and signed by the parent or guardian. If the medication has been prescribed by an MD it must be brought to School PLUS in an original, properly labeled bottle. If a pill must be broken or in any way altered, please discuss this with the Site Coordinator. If the medication is over the counter, it cannot be accepted unless it is in the original container and requires a doctor's note/prescription. If the medication changes (i.e. different dose), a new authorization form must be completed.

MINIMUM ATTENDANCE: Children may enroll to attend either before school, after school, or both. Minimum attendance is 3 days per week.

NO SCHOOL DAYS: School PLUS offers full day childcare for those enrolled in the program at select sites. There is an additional fee. Advance reservations are required, even if the "No School" day falls on a regularly scheduled day. If you have made reservations for your child to attend but he/she will not be able to attend, we ask that you call your School PLUS site as soon as possible. You will be charged for that day if we are not notified at least 24 hours in advance (48 hours or more is desirable). Please refer to the Fee Schedule for "No School" day daily rates.

PICK UP BY 6:00 PM: Children must be picked up by 6:00 PM. An additional fee of \$5.00 for each five minutes or portion thereof will be charged per child for child(ren) picked up after 6:00pm. After the third occurrence of late pick up, your child may be dropped from the program. If your child is not picked up by a reasonable time, the police department may be called.

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

RESPONSIBILITY: School PLUS personnel are responsible for children from the time they are signed in by parents with the site coordinator until school starts, and from the time they check in after school until they are signed out to parent/guardian at the end of the day.

SCHEDULE 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. If you wish to make a change in your child's schedule, please discuss with the coordinator at your child's School PLUS site.

SCHOOL BREAKS: Childcare is provided at select sites during most Spring and Winter break days. Advance reservations are required. Fees for December and either March or April will not be prorated. No school day charges apply if a child attends during the breaks as well as field trip and activity fees.

WEATHER CLOSURE: Weather Closure child care is available at Ramsey Elementary for students currently enrolled in School PLUS. You are able to pre-register your child to attend School PLUS in the event of a Weather Closure. Please listen to your local radio station or watch your local television news program. Refer to the Monthly Fee Schedule for fees. Parents need to provide breakfast and sack lunches on Weather Closure.

STATEMENTS: Statements are sent via Procure/email on the 1st of each month. Paper copies will be sent to the School PLUS sites only if requested by the parent. It is the parent's responsibility to check for their statement each month. If you do not receive a statement, please ask the site coordinator.

TRANSPORTATION: Transportation to and from School PLUS is the responsibility of the parent.

WITHDRAWAL: Written notification (letter/e-mail) of withdrawal is required in the School PLUS office in advance of the last day of attendance. The bill will continue to accrue charges until written notification is received in the School PLUS office. Final payment on accounts is due 10 days after the final statement date.



2023-2024

School Year Childcare Program

Before and After School Session Rates			
Prices are per month, per child.			
MORNING 6:30-9:00 AM		<u>One Child</u>	<u>Each Additional</u>
	5 days per week	\$168	\$135
	4 days per week	\$150	\$98
	3 days per week	\$107	\$71
AFTERNOON 3:30-6:00 PM		<u>One Child</u>	<u>Each Additional</u>
	5 days per week	\$243	\$222
	4 days per week	\$222	\$198
	3 days per week	\$170	\$150
MORNING AND AFTERNOON 6:30-9:00 AM and 3:30-6:00 PM		<u>One Child</u>	<u>Each Additional</u>
	5 days per week	\$372	\$336
	4 days per week	\$312	\$279
	3 days per week	\$230	\$213
ADDITIONAL CHARGES	Annual Registration Fee	\$40.00/child or \$60.00/family	
	<u>Extra Usage</u>		<u>Per Child, Per Day</u>
	Morning		\$15
	Afternoon		\$17
	Morning and Afternoon		\$24
	Early Release, 1:25pm	\$15	
	No School and Closures	\$32	
	Delayed Start Only	\$20/month + Registration fee	

CONTACT INFORMATION

Phone: (208) 769-0700

Email: schoolplus@cdaschools.org

Address: School PLUS
1400 N. Northwood Center Ct,
Coeur d' Alene, ID 83814

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