



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 ENROLL IN OUR 2019-2020 SCHOOL YEAR PROGRAM:

- 1. Complete a registration form** online at cdaschools.org or in person at the School PLUS office, located in the Coeur d'Alene School District Administrative building, 1400 N Northwood Center Ct, Coeur d'Alene, ID 83814 (next to Outback Steakhouse)
- 2. Submit a payment** for the registration fee plus the first month's fee via cash, check, eFunds, or Credit Card. Registration forms will not be processed until payment is received in full. Registration and payment are due no later than August 28, 2019 to attend the first week of school.

Once your payment has been received, your child(ren) may begin attending at their School PLUS site.

- 3. 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 3, 2019, registration form and payment must be received in the district office no later than August 28, 2019.
- There will be no statements for September unless requested on an individual basis.
- Registration fees are annual and non-refundable.
- For families attending our Summer program, accounts must be paid in full before we will process registration forms 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, registration form and payment must be received at the School PLUS office a minimum of two business days before childcare begins.**

FOR HALF DAY KINDERGARTEN PARENTS:

When you register for School PLUS you may not know if your child will be in the morning or afternoon kindergarten class until a few days before school starts in September. Please complete your registration form with the childcare attendance schedule you think you will need and, if it turns out to be different, please report the correct schedule to the School PLUS office.

ICCP: Participants must register in person, deliver the necessary forms to Health and Welfare, and pay a copy 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.



This program is self-supported through fees paid by parents, not district revenue.

General Information

School Year Program 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 Monday mornings and 6:45 am to 9:00 am Tuesday through Friday mornings. Our afternoon session is from 3:30 to 6:00 pm Monday through Friday.

Late Start Mondays: For elementary students, the instructional day on Mondays will be from 10 a.m. to 3:30 p.m. Children who are currently enrolled in School PLUS will pay NO additional fee. Other families who wish to have their child in School PLUS on Late Start Mondays from 8:00 am to 10:00 am only will pay \$10 per month for 3 to 4 Monday mornings or \$5.00 for less than 3 Monday mornings per month. The normal registration fee will be waived for this service. Parents must fill out a registration form prior to first date of attendance.

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 Borah Ave	765-6757	Cafeteria/Stage
Bryan Elementary	802 Harrison Ave	664-4680	Cafeteria
Dalton Elementary	6336 N. Mt. Carroll	772-5502	Multipurpose room
Fernan Elementary	520 N. 21st St	765-8748	Cafeteria
Hayden Meadows Elementary	900 Hayden Ave	772-0516	Cafeteria
Kinder PLUS	TBD	659-5329	Classroom
Northwest Expedition Academy	9650 N. Government Way	763-0801	Classroom
Ramsey Magnet	W. 1351 Kathleen Ave	664-4787	Cafeteria
Skyway Elementary	6621 Courcelles Parkway	667-0744	Cafeteria
Sorensen Elementary	310 N 9th St	664-4869	Cafeteria
Winton Elementary	920 W Lacrosse	664-6355	Cafeteria

CHILD CARE FOR HALF DAY KINDERGARTENERS

Our Kinder PLUS program is designed to meet the needs of parents who have students attending 1/2 day kindergarten. This program is located at an off site location. Students are transported mid-day to the site or to their neighborhood school by a school district bus. No meals are prepared on site. **Breakfast and lunch are the responsibility of the parents.** A light pm snack is provided. Hours of operation are 6:45 am to 6:00 p.m. Child care is available at the child's neighborhood school before morning kindergarten class. It is also available in the afternoons at the neighborhood school for students who attend pm kindergarten. Please refer to our Kinder PLUS flyer or contact us at 769-0700 for more information.

School PLUS Sites for Kindergartner students: Most School PLUS sites are open before 9:00 am and after 3:30 pm. Additional childcare is also available for half day kindergarteners between 9:00 am and 3:30 pm with Kinder PLUS at the Nazarene Church.

Kinder PLUS (open 6:45 am-6:00 pm): Available for Atlas, Dalton, Hayden Meadows, Northwest Expedition Academy, Ramsey, Skyway, Sorensen students, a bus will transport kindergarten students once either to or from Kinder PLUS depending if child is in the AM or PM class and their childcare schedule.

Full day kindergarten students stay at their school for childcare

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 two 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, exact cash, or credit cards* at the School District 271 Administrative Office. You May also set up one time or recurring payments online through eFunds with a credit or debit card. We have an afterhours 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, or for a No School Day, or Snow Day, you will be charged for that time and it will be reflected on your next month's statement. Field trip/activity fees will be added to your bill the following month.

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.

VARYING SCHEDULES: If your child will attend the same amount of days per week but the actual days may vary, you will need to notify your site coordinator of your childcare needs at least 1 week in advance. We can accommodate this request only if space is available. Minimum attendance is 2 days per week.

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 childcare 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 2.75% 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 some snow days.
- DEPARTURES:** Your child must be signed out when you pick him or her 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.
- DELAYED START:** Students must be registered in advance to attend School PLUS for a Delayed Start. The daily rate for using School PLUS on a delayed-start day is \$10 per student, payable at the school site with cash or check.
- 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 extra curricular 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:** Our childcare sessions for 1st through 5th grades are 6:30 to 10:00 AM on Mondays, 6:45-9:00AM Tuesday –Friday, and from 3:30 to 6:00 PM Monday through Friday. Kindergarten childcare is available from 6:45 AM to 6:00 PM, Monday through Friday. Childcare is also available on "No School" days and most snow days from 6:45 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 For 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 2 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 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 child attends during the breaks as well as field trip and activity fees.
- SNOW DAYS:** Snow day childcare 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 Snow day. Please listen to your local radio station or watch your local television news program. Refer to Monthly Fee Schedule for fees. Parents need to provide breakfast and sack lunches on Snow Days.
- STATEMENTS:** Statements are sent via 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 or from School PLUS sites for children enrolled in our kindergarten program will be provided by a Coeur d' Alene School District bus at no additional cost to parent.
- WITHDRAWAL:** Written notification (letter/e-mail) of withdrawal is required in the School PLUS office in advance of 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.



2019-2020 School Year Childcare Program Monthly Fees

MORNING	MIDDLE	AFTERNOON
6:45-9:00 AM	Between 9:00 am and your child's PM K class, or right after your child's AM K class until 3:30 pm.	3:30-6:00 PM

BEFORE AND AFTER SCHOOL SESSION RATES			
		ONE CHILD	EACH ADD'L
MORNING	5 days per week	\$107	\$95
	4 days per week	\$95	\$86
	3 days per week	\$68	\$62
	2 days per week	\$48	\$45
AFTERNOON	5 days per week	\$154	\$141
	4 days per week	\$141	\$126
	3 days per week	\$108	\$95
	2 days per week	\$76	\$65
MORNING AND AFTERNOON	5 days per week	\$236	\$213
	4 days per week	\$198	\$177
	3 days per week	\$146	\$135
	2 days per week	\$107	\$95

HALF DAY KINDERGARTEN SESSION RATES			
		ONE CHILD	EACH ADD'L
MIDDLE	5 days per week	\$201	\$167
	4 days per week	\$142	\$123
	3 days per week	\$120	\$105
	2 days per week	\$82	\$76
MORNING AND MIDDLE	5 days per week	\$276	\$250
	4 days per week	\$212	\$195
	3 days per week	\$174	\$154
	2 days per week	\$139	\$111
MIDDLE AND AFTERNOON	5 days per week	\$329	\$297
	4 days per week	\$247	\$225
	3 days per week	\$203	\$187
	2 days per week	\$142	\$128
MORNING, MIDDLE, & AFTERNOON	5 days per week	\$393	\$341
	4 days per week	\$334	\$273
	3 days per week	\$245	\$223
	2 days per week	\$172	\$153

Additional Charges Per Day		
<u>Current Schedule Usage</u>	<u>No School & Snow Days</u>	<u>Extra</u>
1st-5th Grade Schedules:		
Both Morning & Afternoon	\$12.00	\$22.00
Afternoon	\$14.00	\$11.50
Morning	\$16.00	\$10.50
Kindergarten Schedules:		
Morning, Middle, & Afternoon	\$ 9.00	\$23.00
Middle & Afternoon	\$10.50	\$16.00
Morning, & Middle	\$11.50	\$14.00
Middle	\$14.00	\$10.50
Other:		
Early Release, 1:25 pm		\$ 7.75
No School Days/Snow day only		\$28.00 per day
Field Trip/Activities		Varies
Delayed Start only		\$10 per use

Yearly Registration fee: \$40.00 per child or \$60.00 per family
Minimum attendance: 2 days per week.
Multiple Children: Discount given for younger siblings

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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