

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 2016-2017 school year program:

- **Mail** or bring the following to 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):
 1. Completed registration form (Online)
 2. Copy of immunization records (Please bring a copy, not the actual records)
 3. Payment (check, money order, exact cash, or proof of online payment) for the registration fee and first month's fee. **We are not able to accept debit or credit cards at the district Office or over the phone.**
- Registration fees are annual and non-refundable. Registration form will not be processed until payment for the first month is received in full. 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 and credit will be reflected on next month's statement.
- To begin attendance on the first week of school (September 6, 2016, registration form and payment must be received in the district office no later than **September 1, 2016**. **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 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. If it turns out to be different, please report the correct schedule to the School PLUS office.
- ICCP participants must register in person. Please call the School PLUS office, 769-0700 for an appointment. ICCP participants **must pay for childcare the first month in full.**

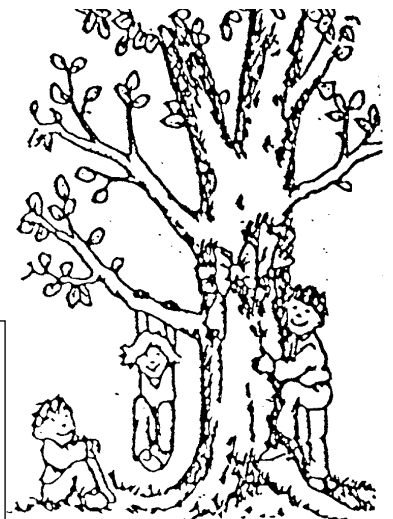
There will be no statements for September unless requested on an individual basis.

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.

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 \$8 per month for 3 to 4 Monday mornings or \$4.00 for less than 3 Monday mornings per month. The normal registration fee will be waived for this service. Parents can register for this service with the School PLUS staff at their neighborhood school on the first Monday they need service. Please see



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 6:45 am to 9:00 am & 3:30 pm to 6:00 pm, Monday through Friday. **(Sorensen will have a program provided there is adequate enrollment)**

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 between 9:00 am and 3:30 pm at with Kinder PLUS at the Nazarene Church.

Borah School PLUS (open 6:45 am-6:00 pm)

For Atlas, Borah, Dalton, Hayden Meadows, Ramsey, Skyway, Sorensen and 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.

Breakfast and lunch is the parents responsibility .

All-day kindergarten students stay at their school for childcare

Borah, Bryan, Ferman, and Winton

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 & Classroom |
| Borah Elementary | 632 Borah Ave | 765-6757 | Classroom |
| Bryan Elementary | 802 Harrison Ave | 664-4680 | Gym stage |
| Dalton Elementary | 6336 N. Mt. Carroll | 772-5502 | Multipurpose room |
| Ferman Elementary | 520 N. 21st St | 765-8748 | Cafeteria |
| Hayden Meadows Elementary | 900 Hayden Ave | 772-6334 | Cafeteria & classroom |
| Kinder PLUS (Church of the Nazarene) | 4000 N. 4th St. | 769-0840 | Classroom |
| Ramsey Magnet | W. 1351 Kathleen Ave | 664-4787 | Cafeteria |
| Skyway Elementary | 6621 Courcelles Parkway | 667-0744 | Cafeteria |
| Sorensen Elementary | 310 N 9th St | 664-2822 (school) | Cafeteria |
| Winton Elementary | 920 W Lacrosse | 664-6355 | Cafeteria |

CHILD CARE FOR 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 in the Church of the Nazarene at 4000 N. 4th Street. 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 is 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.

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BILLING AND PAYMENT POLICY

REGISTRATION FEE

A \$30.00 per child or \$40.00 per family non-refundable yearly (September through August) registration fee is payable 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.

PAYMENTS

We will make every effort to have monthly statements at the beginning of every month. *September statements will not be sent to sites. Instead they will be produced per request only. September fees are paid when registering for School PLUS.* To avoid a \$10.00 late fee, payments must be received at the School PLUS office no later than the 5th working day of the month (unless a different date is indicated on the statement). Payments will not be accepted at the sites. Credit or debit card payments can be made online through Skyward Family Access. We accept checks, money orders, or exact cash at the district office. They are accepted in the following ways: by mailing to the address below (preferred method), in person during business hours, or the after hours drop box. The after hours payment drop box is to the left of the main entrance of the School PLUS office which is located in the School District 271 Administrative Office, 1400 N Northwood Center Ct, Coeur d'Alene. Please no cash in the after hours box.

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 we receive written notice two weeks in advance. Absence forms are available at the School PLUS site or School PLUS office. 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 usually 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. **Each month** parents are requested to submit a Monthly Dependent Care Charge Form (billing form) to HW before the 20th of the month (we have extra forms). Failure to do this may result in dismissal from the program. Please call the School PLUS office first for an appointment. Field trip/activity fees are not covered by ICCP. 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.

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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 after your child is registered, registration fee, and 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 parents except in prearranged situations.

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. Sorry, credit will only be given for cancellations made at the site before the sign-up sheet has been taken down. Parents may need to provide sack lunches on field trip days.

HOURS OF OPERATION: Our childcare sessions for 1st through 5th grades are 6:45 to 10:00 AM on Mondays, 6:45-9:00AM on Tuesday –Friday and from 3:15 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 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 (including sunscreen), it cannot be accepted unless it is in the original container, individual dose packets preferred. 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 6:00 pm. 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.

RELEASE: If you would like your child to walk home from school and feel your child is old enough and responsible enough to walk home safely, please submit a request in writing to the site coordinator. If you or another adult over 18 years of age does not come into the classroom to pick up your child, we need to have this request in writing.

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 are signed out to parents 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 complete a "Schedule Change" form at your child's School PLUS site. A fee may be charged if a change in schedule occurs multiple times during the current school year or summer program.

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.

SNOW DAYS: Current School PLUS sites are Fernan Elementary (for Borah, Bryan, Fernan, and Sorensen sites), Skyway (for Atlas, Hayden Meadows, and Skyway sites), and Ramsey (for Dalton, Ramsey, and Winton). Please note that these sites are subject to change. Snow day childcare is for students currently enrolled in School PLUS and who have signed the Snow Day Agreement. 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 sack lunches on snow days. Please refer to Snow Day Agreement form for more information.

STATEMENTS: Each site has a location for parents to pick up statements, newsletters, and other valuable information. Please ask your site coordinator where this designated area is located and check it every day. Statements are sent to the sites at the beginning of each month. It is the parent's responsibility to pick up their statements 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 (Quit Notice form/letter/e-mail/fax) 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.



2016-2017 School Year Childcare Program Monthly Fees

Both Morning and Afternoon Sessions

| | | | |
|------------------------------------|------------------|--------------------------------------|--|
| Morning Session: 6:45 - 9:00 am | & | Afternoon Session: 3:30 - 6:00 pm | |
| | One Child | Each Add'l | |
| 5 days per week | \$222 | \$200 | |
| 4 days per week | \$185 | \$166 | |
| 3 days per week | \$137 | \$126 | |
| 2 days per week | \$100 | \$89 | |

Morning Session

| | | |
|-----------------|------------------|-------------------|
| 6:45—9:00 am | | |
| | One Child | Each Add'l |
| 5 days per week | \$100 | \$89 |
| 4 days per week | \$89 | \$81 |
| 3 days per week | \$64 | \$58 |
| 2 days per week | \$45 | \$42 |

Afternoon Session

| | | |
|-----------------|------------------|-------------------|
| 3:30—6:00 pm | | |
| | One Child | Each Add'l |
| 5 days per week | \$145 | \$132 |
| 4 days per week | \$132 | \$118 |
| 3 days per week | \$101 | \$ 89 |
| 2 days per week | \$ 71 | \$ 61 |

Additional Charges Per Day

| <u>Current Schedules:</u> | <u>No School & Snow Days</u> | <u>Extra Usage</u> |
|------------------------------------|----------------------------------|--------------------|
| Both Morning & Afternoon | \$12.00 | \$22.00 |
| Afternoon | \$14.00 | \$11.50 |
| Morning | \$16.00 | \$10.50 |
| <u>Kindergarten Schedules:</u> | | |
| Morning, Middle, & Afternoon | \$ 9.00 | \$23.00 |
| Middle & Afternoon | \$10.50 | \$16.00 |
| Morning, & Middle | \$11.50 | \$14.00 |
| Middle | \$14.00 | \$10.50 |
| Early Release, 1:25 pm | \$ 7.75 | |
| No School Days (only) | \$26.00 per day | |

Morning, Middle, and Afternoon Sessions

| | | | |
|------------------------------------|------------------|--|--|
| Morning session: 6:45 - 9:00 am | plus | Middle Session: Between 9:00 am and your child's PM K class, or right after your child's AM K class until 3:30 pm. | |
| | plus | Afternoon Session: 3:30 - 6:00 P.M. | |
| | One Child | Each Add'l | |
| 5 days per week | \$368 | \$349 | |
| 4 days per week | \$314 | \$256 | |
| 3 days per week | \$229 | \$210 | |
| 2 days per week | \$161 | \$144 | |

Morning and Middle Sessions

| | | | |
|------------------------------------|------------------|--|--|
| Morning session: 6:45 - 9:00 am | plus | Middle Session: Between 9:00 am and your child's PM K class, or right after your child's AM K class until 3:30 pm. | |
| | One Child | Each Add'l | |
| 5 days per week | \$261 | \$234 | |
| 4 days per week | \$199 | \$183 | |
| 3 days per week | \$163 | \$145 | |
| 2 days per week | \$130 | \$104 | |

Middle and Afternoon Sessions

| | | | |
|---|------------------|--|--|
| Middle Session: Between 9:00 am and your child's PM K class, or right after your child's AM K class until 3:30 pm | plus | Afternoon Session: 3:30 - 6:00 P.M. | |
| | One Child | Each Add'l | |
| 5 days per week | \$309 | \$279 | |
| 4 days per week | \$231 | \$212 | |
| 3 days per week | \$190 | \$175 | |
| 2 days per week | \$133 | \$119 | |

Middle Session

| | | |
|--|------------------|-------------------|
| Middle Session: Between 9:00 am and your child's PM K class, or right after your child's AM K class until 3:30 pm. | | |
| | One Child | Each Add'l |
| 5 days per week | \$179 | \$157 |
| 4 days per week | \$133 | \$116 |
| 3 days per week | \$113 | \$ 98 |
| 2 days per week | \$ 77 | \$ 72 |

Yearly Registration fee:
\$30.00 per child or \$40.00 per family
 Minimum attendance: 2 days per week.
 Discount given for younger siblings.

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