

TO ENROLL YOUR HFCS STUDENT(S) IN OUR PREPAID CHILDCARE PROGRAM:

1. **Submit a registration form** (Page 2) – Alternatively, you may obtain it from the school office or through your [FACTS Family Portal](#).
2. **Submit a payment** for registration and first month's fee to the school via cash, check, or credit card (*with a processing fee*).

General Information

HOURS OF OPERATION / CLOSURES: Childcare is available each school day, though After School Care is NOT offered on Early Release days, unless specifically announced. The program hours are before school from 7:00 AM to 8:00 AM Monday through Friday, with after school sessions from 3:00 PM to 5:30 PM Monday through Thursday and 2:00 PM to 5:30 PM Fridays.

Health Related Information

CAPACITY: A cap on the number of students may be implemented if the need arises.

Billing and Payment Policy

ANNUAL REGISTRATION FEE: A non-refundable registration fee is due at the time of registration along with payment in full for the first month's prepaid childcare.

PREPAID RATES: Monthly billing is based on an average, rather than actual, number of school days in a monthly billing period, with some months having fewer childcare days than others because of holidays and Christmas or Spring breaks. To receive the prepaid discount there is a minimum requirement of two days per week.

BILLING: The first month's fees are paid when registering for the prepaid childcare program. We will make every effort to bill your FACTS account on the 1st of each subsequent month through May. There will be no charge in June if enrolled in the prepaid childcare program for the full school year. To avoid late fees and/or a disruption of service, payments must be received by the due date.

IDAHO CHILDCARE PROGRAM (ICCP): ICCP provides assistance to low income families to help pay child care costs. The purpose of the program is to support families working toward or maintaining employment. Eligibility is based on household size and gross income. You may qualify for ICCP assistance if you need child care because you have a child under the age of thirteen **AND** you:

- Work, attend school, or are part of an approved training program
- Support a foster child, or
- Receive Temporary Assistance for Families in Idaho (TAFI)

More information, including instructions on how to apply, is available at <https://idahostars.org/Families/Financial-Assistance-ICCP>. You may contact the Idaho Child Care Program at the Health and Welfare office, 1120 Ironwood Dr, Coeur d'Alene, ID, 83814, or by phone at (877) 456-1233. Families receiving childcare assistance must provide an agency award letter at time of registration.

Families receiving ICCP assistance must ensure that ICCP is being billed correctly and must pay their childcare fees in full each month, whether ICCP pays or not.

General Policies and Procedures

ARRIVALS: Children enrolled in the childcare program must be escorted into the school 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 the school and are signed in by parent or guardian.

DEPARTURES: Your child must be signed out when you pick him or her up unless special arrangements have been made with the childcare 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 the childcare program. Parents who do not comply with the policies or who consistently disrupt the program will be asked to make other arrangements for childcare.

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.

RESPONSIBILITY: HFCS personnel are responsible for children from the time they are signed in by parent/guardian with the 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.



	One Child	Each Additional Child
Drop-in Rates	\$6.00 / Hour	\$5.25 / Hour
Prepaid Childcare Registration	\$30.00 / Year	\$10.00 / Year

Calendar Notices:

- No childcare will be provided on non-school days.
- No After School Care on Early Release days unless specifically announced - billed in addition to monthly rate.
- Extra unscheduled sessions will be billed at the hourly Drop-in Rate.
- Late pick up from After School Care (**5:30 PM**) will be billed at \$1.00 per minute / per family.

Use this form to register for Discounted Prepaid Monthly Rates

Billed September through May, with No childcare fee for June service.

**** If payment is not received by the due date, charges will be adjusted to the stated hourly rate. ****

Family Name (<i>Printed</i>) _____		Parent/Guardian Signature _____			Date _____	
Before and After School Care - Please write AM, PM, or FULL for each weekday that care is needed						
Child's Name	Grade	Monday	Tuesday	Wednesday	Thursday	Friday

Pre-School – 4th Grade

Before School Care	
<i>7:00 - 8:00 am</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 68
4 Days	57
3 Days	46
2 Days	33
1 Day	<i>Hourly</i>

Pre-School – 4th Grade

After School Care	
<i>3:00 - 5:30 pm</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 172
4 Days	145
3 Days	115
2 Days	83
1 Day	<i>Hourly</i>

Pre-School – 4th Grade

Before AND After School Care	
<i>7:00 - 8:00 am and 3:00 - 5:30 pm</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 240
4 Days	202
3 Days	161
2 Days	116
1 Day	<i>Hourly</i>

5th Grade – 8th Grade

Before School Care	
<i>7:00 - 8:00 am</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 68
4 Days	57
3 Days	46
2 Days	33
1 Day	<i>Hourly</i>

5th Grade – 8th Grade

After School Care	
<i>3:00 - 5:30 pm (first hour in Study Hall)</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 192
4 Days	161
3 Days	127
2 Days	91
1 Day	<i>Hourly</i>

5th Grade – 8th Grade

Before AND After School Care	
<i>7:00 - 8:00 am and 3:00 - 5:30 pm</i>	
Weekly Usage	Monthly per Child
5 Days	\$ 260
4 Days	218
3 Days	173
2 Days	124
1 Day	<i>Hourly</i>

Please be aware that school personnel will ask for a photo ID from an authorized alternate when picking up your child(ren). This authorization will be kept on file. Please notify the school ahead of time if you anticipate an alternate picking up your child(ren) or a specific day which you know you will be absent.