



SOUVENIR ELEMENTARY DAYCARE SERVICES

Information, Payment schedule and Lunch Supervision Procedures

Dear parents,

May 2017

On behalf of the daycare staff we would like to welcome you to our school's daycare for the 2017/2018 school year. May it be a very successful and fulfilling one.

For the week of August 31, 2017 and Sept 5th kindergarten daycare students will have a modified schedule due to progressive entry, therefore will not be charged a full week. Please remove those days from the first payment, as daycare services will not be offered.

Families that have shared custody must make sure that the payment from each parent equals the total amount of the daycare fees.

Deposit date	Regular 5 days/week	Regular 4 days/week	Regular 3 days/week	Ped. Days
September 8, 2017	25\$+163.00\$	25\$+ 49.00\$+125.00 \$	25\$+ 98.00\$+99.00 \$	September 22
October 6, 2017	163.00 \$	125.00 \$	99.00 \$	October 10, 30
November 10, 2017	163.00 \$	125.00 \$	99.00 \$	November 17 & 24
December 8, 2017	163.00 \$	125.00 \$	99.00 \$	
January 12, 2018	163.00 \$	125.00 \$	99.00 \$	January 22
February 9, 2018	163.00 \$	125.00 \$	99.00 \$	February 12 & 23
March 16, 2018	163.00 \$	125.00 \$	99.00 \$	
April 13, 2018	163.00 \$	125.00 \$	99.00 \$	April 27
May 11, 2018	163.00 \$	125.00 \$	99.00 \$	May 25
June 1, 2018		Adjusting period	Adjusting period	June 11 & 22

Since **pedagogical days** are optional, they can be excluded from the number of days, if the service is not needed on that particular day. **Therefore they are not included in this table.** Letters will be distributed, informing you of the outing and activity and charges, approximately two weeks prior the scheduled pedagogical day. If you have any questions or concerns, please do not hesitate to contact me at (450) 688-1944

We would like to thank you all for your usual collaboration and understanding. Hoping this will facilitate matters for you as well as for us

Sincerely yours,

Eric Ruggi
Principal
eruggi@swlauriersb.qc.ca

Marie-Lynne MacAdams
School Secretary
mlmacadams@swlauriersb.qc.ca

P.S. All students enrolled at Souvenir School Daycare 5 days a week are not to pay the lunch supervision fees charged by the school.

As for 3 and 4 days users, the lunch supervision fees are charge proportionally according to the enrollment days. (See other side)



SOUVENIR ELEMENTARY DAYCARE SERVICES

Lunch Supervision Fees Procedure

Dear Parents:

Lunch supervision fees for daycare user

5 days a week Daycare user	4 days a week Daycare user	3 days a week Daycare user
You DO NOT PAY the 245.00\$ lunch supervision fees.	You DO NOT PAY the 245.00\$ lunch supervision fees, YOU NEED TO PAY: 20% of 245.00\$= 49.00\$/year	You DO NOT PAY the 245.00\$ lunch supervision fees, YOU NEED TO PAY : 40 % of 245.00 \$ = 98.00\$/year

M.E.E.S. Regular Daycare users will be exempted from the additional fees.

Please note:

Occasional daycare users will pay lunch supervision fees of 245.00 \$.

Please note that this policy will be effective for 2017-2018 school year.
Please do not hesitate to contact us for further explanations.

Payments

- Online payment (see instructions) as you receive your invoice
- Cash (with receipts)

Thank you,

Marie-Lynne MacAdams (School Secretary)
For Daycare technician