

Payments

Daycare payments are due on a monthly basis. You may pay cash, debit or make online payments by the 1st of each month.

Should the previous month's payment not be received in full, parents will be required to settle the outstanding account prior to sending their child back to Daycare. Parents with outstanding balances will not be able to register their child for Ped Day activities or Daycare for the following year.

Tax receipts will be issued in February to the parent who makes the payment.

Late Fees: \$5.00 for every 10 minutes and any portion thereof.

Sign In/Sign Out

Parents are expected to come in with their child(ren) and sign them in each morning; as well they are expected to sign them out in the afternoon.

Please refrain from using your cell phone when dropping off or picking up your child(ren) as they require your full attention at these key transition times.

Emergency Closures

If the school board should announce a closure, the incimate policy will apply. The announcements will be posted on the School Board's website, FB page, as well as on the radio. There is an SWLSB application also available. Should daycare remain open, only students registered to attend on that day may attend.



Sir Wilfrid Laurier School Board

235 Montée Lesage
Rosemère, Québec
J7A 4Y6

Phone: 450-621-5600



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Souvenir Elementary Daycare

4885 Souvenir Ouest
Laval, QC
H7W 1E1



Souvenir Elementary School
École primaire Souvenir

Operating Hours:

AM: 7:00-7:40

PM: 2:37--6:00

Ped. Days: 7:00-5:00

Alannah Ferreira Morris
Daycare Technician

Email:

afferreiramorris@swlauriersb.qc.ca

Tel.: 450-688-1944 ext. 6620

Daycare Information

Welcome to Souvenir Daycare, which is a MEES subsidized Daycare service. Your child(ren) must be registered and attending by September 30, in order to benefit from the MEES allocations.



Philosophy and Goals

- To ensure the safety and well-being of the child
- To provide physical, art and recreational activities that contribute to the child's overall development
- To help and encourage social skills such as cooperation and respect
- To provide each child with a safe, fun and relaxing Daycare environment

Along with the philosophies and goals of our school, the Daycare staff will give your child(ren) the care and tools to begin and end his/her day in a positive way.

Bussing

Bussing is not available to students who attend Daycare 5 full days a week (AM & PM). For all other students, schedules must be pre-determined for bussing throughout the school year. **NO CHANGES WILL BE ACCEPTED.**

Regular Daycare Users

*A regular Daycare user attends Daycare at least 3 days a week. The fee for a regular user is \$8.50 per day per child. **The payer is expected to pay for the number of days for which their child has been registered; there will be no reimbursement for days absent.***

Regular 5 day users do not pay lunch supervision fees.

Regular 4 day users pay 20% of lunch supervision fees.

Regular 3 day users pay 40% of lunch supervision fees.

If at any time during the school year you no longer need Daycare services, you will be responsible to pay supervision for the remainder of the year.

Homework:

There will be a 30-minute homework/study period every day from Monday to Thursday for Grades 1-6. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

Breakfast and Snacks:

Breakfast may be brought to school as long as it respects the strict nut free environment.

It is up to the parents to provide a healthy lunch.

Students will benefit from an additional healthy snack after school provided by the daycare.

Attendance:

The Daycare educators will take attendance every day.

If there are any changes on scheduled Daycare attendance, **parents must advise** the **Daycare Technician** by e-mail or with a written note.

(Daycare and School are 2 different entities)

Any changes to the schedule requires a 2-week written notice. Without a written notice, you will be responsible for the next **2 weeks of service.**



Sporadic Daycare Users

A Sporadic registered user attends Daycare on an occasional basis. The fee for a sporadic user is **\$15.00 per day** whether they attend morning, afternoon or both. **These fees must be paid the day the child attends.** The request must be forwarded by e-mail to the Daycare Technician a minimum of 48 hours prior.

Pedagogical days

The hours are from **7:00AM-5:00PM.**

There will be no school bus services on these days.

A planned activity for each Ped Day may be spent in school or out on a field trip.

The base fee is **\$16.50** plus an *activity fee*. ***These fees are not refundable.***

An invitation letter will be e-mailed to parents 2 weeks prior to the date and must be returned signed, with payment 1 week prior to the date. **Registration will not be accepted on the morning of the activity.** For Ped Day field trips, spaces on the bus are limited, therefore registration will be on a first come first served basis.

