



Souvenir Elementary School
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SOUVENIR DAYCARE 2017-2018 RULES & REGULATIONS

In order to register you must complete, sign and RETURN the following:

- Registration forms completed and signed
- Health Form



Return forms before June 9, 2017

All students must be registered prior to July 5 to have daycare for the first week of school.

NO registrations will be ACCEPTED between August 28 and September 4, 2017.

Please return as soon as possible to the main office, to the attention of Souvenir Elementary School Daycare

Dear Parent(s)/Guardian(s),

May 2017

Thank you for registering your child in our Souvenir Elementary School MEES daycare. We are looking forward to a promising school year.

Please read the handbook enclosed and take note of the fees as they were necessary in order to meet the Ministry's standards to benefit from the MEES allocations. Also, pay particular attention to the section defining "Regular Users".

In order to improve the quality of our services, Souvenir Elementary School's Daycare welcomes your comments and ideas.

Along with the goals, beliefs and objectives of our school, the daycare will give children from kindergarten to grade six the proper care and tools to begin and end their day in a positive way. Age appropriate and stimulating activities will be integrated in our program to give each child maximum care.

You may contact me for further information.

Once again, we are looking forward to a promising experience in our Souvenir Elementary School Daycare,

Sincerely,

Marie-Lynne MacAdams (School secretary)
For Daycare technician

On regular days

As of August 31st, 2017 Souvenir Elementary School will operate a daycare service from 7:00 A.M. to 7:55 AM and from 2:35 P.M. to 6:00 PM. (The daycare doors open at 2:50 to allow the buses to leave and all the student are accounted for).

On Pedagogical days

As of August 31st, 2017 Souvenir Elementary School will operate a daycare service **from 7:00 A.M. to 5:00 PM** to respect the MEES rules of 10 hours a day.

Pedagogical Days :

- The hours are from 7:00 A.M to 5:00 P.M. or as indicated on the pedagogical sheet for that day.
- There will be no school bus services on these days.
- An activity is planned for every pedagogical day, whether the children remain in school or not. These may include outings, activities conducted at the school and special lunches.
- As these ped days require a great deal of planning and organization, we ask you for your support in carefully discussing, with your child, some simple rules and regulations sent with the registration forms for these activities.
- For ped days field trips, places on busses are limited, registration will be on a first come first served basis. Please be prompt in returning the registration forms sent home for these events before the deadlines indicated.
- Please be advised that registrations will not be accepted on the mornings of the field trips, after the deadline or if daycare fees are not paid.
- An authorization for transportation form must be completed and signed by parents of every child registered for daycare, before the day of the outing.
- Ped days are not refundable. The base fee for these days is \$ 16.15 + transportation and/or activity fees where applicable.

Annual Daycare Fee(s) :

- The fee is \$ 25.00 per child to a maximum of 3 children. The fourth child and over do not pay the annual fee. This fee is to support our annual program of activities for daycare students.

Payments:

- Daycare payments are due as they appear on the calendar provided with this document. You may pay cash (a receipt will be provided) or make online payments.
You may also pay upon receiving the invoice so long as you are respecting the deadline (the week before the end of the month).
- **Families that have shared custody must ensure that the payment from each parent equals the total amount of the daycare fees.** In addition, a calendar with a clear schedule of the child's attendance must be provided for each upcoming month.
- Fees charged to parents of occasional users must be paid the day the daycare service is used.
- If a parent refuses to pay, our daycare has the right to withdraw the student from daycare services. If there is an outstanding invoice, registration for pedagogical days will be refused.

Responsibility:

- The daycare will not be responsible for lost or stolen personal belongings. Therefore, no students will be allowed in the classroom or to their locker after school hours. Please avoid bringing valuable items to school.

Definition of Regular and Occasional Users:

Regular Daycare User:

A regular daycare user from grades K-6 attends daycare at least 2 of the 3 periods available (AM, Lunch, PM) for a minimum of three days per week. Daycare service is available as follows: AM (Period 1): 7:00 am to 7:55 am, LUNCH (Period 2) 11:35 am to 12:35 pm, PM (Period 3) 2:35 pm to 6:00 pm. NOTE: If the child ceases to attend as mentioned above, he/she will no longer be considered a regular daycare user.

The fee for a regular daycare user is \$ 8.15 per day. This fee remains the same if the child is absent or attends AM or PM only. Hence, if a child is registered for five days per week that child must pay for five days even if she/he is absent for some of those days.

FEES FOR REGULAR DAYCARE USERS:

\$8.15 PER CHILD / DAY

IMPORTANT

Any changes to the schedule requires a two week written notice. No verbal notice will be accepted.

If a child is no longer a regular daycare user, the portion of the remaining lunch fees will be charged.

The lunch supervisions fees paid to the school before September 30 will not be refunded to a parent registering their child to daycare after that date.

Activities in Day Care:

- In the mornings, the children will be having indoor/outdoor play from 7:00 to 7:55. At 2:35 children will be having indoor/outdoor play until 3:00, followed by a homework period (30 minutes) than activities from 3:30 to 4:30.
- Organized games, science, art activities, gym and free play are available and necessary to all students.
- The daycare has access to the gym, library, school yard and classrooms.

Breakfast and snacks:

- Students can eat breakfast provided by the parents from 7:00 to 7:30. Only ready to serve breakfast will be allowed.
- It is up to the parent to prepare a healthy lunch as well as lots of fruits or nutritional snacks.
- We cannot microwave any food.
- Due to allergies, do not to send any food that contain peanuts or nuts. (PEANUT and NUT – FREE SCHOOL)

Health Forms:

- A health form must be completed for every registered child. An authorization form must be completed for the administration of medication if needed. Please ensure that the medication is clearly labelled with your child's name, the doctor and provided by a recognized pharmacy.

Attendance:

- The daycare educator will take attendance every day. Fees will be applied accordingly. Please note that there is no discount for a reduced attendance time.

Emergency Closures:

- The daycare may close in case of power failure or heating problems. Should this occur, the parents will be contacted immediately in order to pick their child up as soon as possible. Should the school announce an emergency closure; the daycare will also be closed. Parents can verify the status on Sir Wilfrid Laurier School Board website.

Homework:

- There will be a homework/study period of 30 minutes every day after school from Monday to Thursday, with the exception of daycare week. Daycare workers will attempt to assist students on a needs basis. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

Complaints and Comments:

Should you have any complaints, concerns or comments, please forward them in writing to the Daycare Technician. These will remain strictly confidential and will be addressed without delay.

Spring Break:

- The daycare will be closed during spring break.

Occasional Daycare Users:

An occasional daycare user attends daycare for a maximum of two days per week, on an occasional basis. **The fees are payable the day the child attends. The request must be forwarded by e-mail to the daycare technician at least 48 hours before the requested date.**

FEEs FOR OCCASIONAL USERS:

\$15.00 per child/day

(for either AM only, PM only or both periods)

Holidays:

- The daycare will be closed for the legal statutory days Ex.: Labour Day, Thanksgiving, Easter etc. (refer to school calendar).
- The daycare will also be closed for two weeks at Christmas (refer to school calendar).

Parental Obligations and transportation:

- Only parents and guardians are permitted to pick up their children from daycare. If this is not possible, parents must inform the daycare worker in writing or by e-mail.
- Parents or guardians must drop and pick up the child inside the daycare and report to an educator.
- **A sign-in/sign-out sheet will be posted for parents to sign every day. This is a security measure and will be checked on a daily basis.**

- If a person other than the father, mother or guardian must pick up the child, the parents or guardians must advise the daycare service in writing. In case of separation or divorce, the daycare reserves the right to ask for a copy of the judgment concerning the legal guardianship of the child, this in the order to assure the child's safety.
- If there is any doubt, on part of the daycare staff, that the adult picking up the child is intoxicated, the daycare educator will propose an alternative solution by demanding that someone else pick up the child. If the adult refuses, a call to 911 will be made.
- If there are any changes on scheduled daycare attendance s, **parents must advise** the daycare technician **at least 48 hrs in advance** by e-mail or with a written note. **There are no changes at the end of the day.**
- If the parents wish to cease daycare services for their child, a letter of two weeks notice with the ending date must be giving to the daycare technician. (Daycare and school are two different entities).
- *The Sir Wilfrid Laurier Transportation Policy states that,*

3.6.1.3 Students attending MEES in-school daycare service on a part-time basis can benefit from transportation services when daycare services are not required provided that **the parent provide a letter outlining the student's schedule and that the schedule is regular (ex: the student will be on the bus Monday, Tuesday, Wednesday and in daycare/parent pick-up on Thursday, Friday.**

These special arrangements can be made prior to the beginning of the school year. The arrangements can be changed twice during the school year. Once at the Christmas break to begin after the break and again at the spring break to begin after the spring break.

Sporadic alternating of daycare/transportation service will only be permitted in an emergency situation and if deemed necessary by the school principal. This procedure is allowed not more than twice a year.

Late Pick-Ups:

- School and daycare can make a long day for all children, regardless of age. It is strongly recommended for the adult who is picking up the child to be on time. However, if a late pick-up should occur, the fee is \$5.00 per 10 minutes and any portion thereof.
- The late fees must be paid in cash to the educator when being picked up. The adult will be requested to sign a late slip confirming the date and time of pick-up. The fees will be added to the invoice.

If parents abusively do not respect the pick-up time, daycare services could be suspended.

Tax Receipts:

- Tax receipts will be issued in February for every registered child in daycare. The tax receipt will cover the fees paid by parents from January to December of the previous year.
- Note that school daycare are not included in the Revenu Quebec "Additional contribution".

Address Changes:

- Please inform the school and daycare of any telephone / cellular/ emergency number changes. As well as new home address and postal code.