

DAYCARE HANDBOOK

2021 - 2022



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Table of Contents

Introduction.....	Page 3
1. Registration and Attendance.....	Page 3
2. Hours of Operation.....	Page 4
3. Status of Attendance.....	Page 5
4. Terms and Conditions of Payment.....	Page 6
5. Arrival and Departure.....	Page 11
6. Orientations and Values Promoted.....	Page 12
7. Code of Conduct.....	Page 13
8. Meals and Snacks.....	Page 13
9. Health and Safety Measures.....	Page 14
10. Daycare Activities.....	Page 15
11. Good Shepherd Code of Conduct.....	Page 16
12. Return Page.....	Page 17

2. Hours of Operation

Daycare services are available from 7:00 a.m. to 6:00 p.m. on both regular days and pedagogical days. Children **should never be left unattended** at school or **in the yard**, before the Daycare opens at 7:00 a.m. The daycare door will only be unlocked at 7:00 a.m.

For regular school days, the day is separated into 3 blocks:

Block 1: Morning Daycare

Block 2: Lunch Period

Block 3: Afternoon Daycare

Daycare services are offered on pedagogical days. There are no blocks on pedagogical days. The daycare opens at 7:00 a.m. and closes at 6:00 p.m.

The daycare **is closed for:**

- all legal holidays
- Christmas holidays
- March break
- Summer break (Please refer to the school calendar.)

3. Status of Attendance

School daycares have two types of clientele: REGULAR and SPORADIC

Regular Daycare Status

As defined by the MEES, a student with regular status in daycare is a student who attends daycare for a minimum of 3 days per week for at least two partial or complete periods per day. For financing purposes, a regular day is comprised of 3 periods; morning before class; lunch hour and after class.

Sporadic Daycare Status

As defined by the MEES, a student is sporadic when they do not meet the criteria for regular status. (i.e., less than 3 days attendance and/or irregular attendance)

Determination of status according to the actual attendance

The status declared at the MEES, for each student, is determined according to the attendance during the week of September 30th of the current year. This declaration can include the week prior and the following week, to accurately represent the actual daycare status.

A child's status cannot be altered by a parent. It must be, solely, based on the child's attendance in daycare.

The school must declare all students attending its daycare. The type of service declared is based on the service used, according to the actual presence, when attendance is taken on the week or weeks of clientele declaration.

4. Terms and Conditions of Payment

a) *Regular Daycare Services:*

- Minimum of 2 blocks per day (refer to point 2 of the document)
- Minimum of 3 days per week

The fee is **\$8.55* per day (fees may change depending on Ministry)** for a maximum of 5 hours per day.

For those registered 3 or 4 days per week, the lunch period fee will be charged by the daycare for the days where daycare is not needed, whether in the morning and/or afternoon.

PLEASE NOTE: Fees are not reimbursed for absences.

b) *Shared/Joint Custody:*

For children under shared/joint custody, attending daycare 1 week out of 2, a calendar indicating the weeks of attendance must be given to the technician at the time of registration.

For the weeks that only the lunch period is required, the parent responsible for those weeks will be charged by the Daycare.

***Fees are not reimbursed for absences. ***

For those on a 3 or 4-day reservation, **days cannot be exchanged for other days.** If daycare services are needed on days other than the scheduled ones, an additional fee of \$8.55 (or \$12.00) will be applied.

For example, if a child is scheduled to come to daycare on Mondays, Tuesdays, and Wednesdays, the child can come on those days. If daycare is needed on other days of the week (Thursday or Friday in this case), a charge of \$8.55 (or \$12.00) will be added, even if the child was absent on one of the scheduled days.

Fees must be paid by internet or cheque, the 1st of each month.
(September to June).

Failure to pay daycare fees by the 10th day of the following month (e.g., September fees paid by Oct. 10th), may result in the suspension of daycare services. June fees must be paid by the 15th of June, at the latest.

IMPORTANT: Income Tax receipts will be made in the name of the person who signs the cheques or by the person whose SG reference number has been used when paying by internet. No changes can be made at tax time.

c) Sporadic Daycare Services:

- 1 or 2 days per week =\$12.00
- 1 block per day = \$12.00
- Occasional daycare = \$12.00

An invoice will be emailed, at the end of each month, for payment. Payment is made on-line.

d) Lunch Hour Fees:

- For children registered at daycare **5 days** per week, the lunch hour period is included as one of the periods for daycare. It is, therefore, included in the regular daily rate.
- For those attending daycare 3 or 4 days per week, the fee of \$1.33 will be charged, by the daycare, for the lunch period for the other days.
- For the children who are **sporadic**, parents will have to pay the lunch fees directly to the school.

Note: if your child stops daycare (morning or after school) throughout the year, the lunch period fee will continue to be charged by the daycare.

The cost of the lunch fee is determined by the Governing Board.

Pedagogical Days

e) The fee for each Pedagogical Day is \$16.00 for 10 hours or less of daycare services. There may be additional fees for specific activities or transportation on certain days. This information will be sent to you for each pedagogical day.

Forms for registration on pedagogical days will be sent via email in Pdf format. They can be filled in, signed, and returned via email to the daycare technician.

Please return it by the deadline date, prior to each pedagogical day. It is the parents' responsibility to fill it out and return the form by the deadline date. No registrations for pedagogical days will be accepted after the deadline date. No refunds for cancellations after the deadline date, nor if a child did not attend daycare that day.

There is no school bus service on pedagogical days, therefore, parents must bring their children to the daycare and pick them up at the end of the day. There is no cafeteria service, so parents **must send** lunch and snacks with their children.

Payments for pedagogical days will be billed to you on your monthly statement of accounts. Billing for ped. days occur after the ped. day has passed. On pedagogical days where special activities or outings are planned, all children registered for the pedagogical day must participate in the planned activity for the day.

On both regular and pedagogical days, children must not arrive at the daycare before 7:00 a.m.

f) Late Pick Up Fees:

For children who are picked up after closing time (6:00 p.m.), a \$1.00 per minute fee will be collected at the time of pick up.

IMPORTANT: Repeated delays in the payment of fees or frequent parental lateness in the evening may be **cause for suspension** or dismissal of daycare services.

N.B. An emergency babysitter should be on standby, should the school be closed (power failure, water & heating problems), if you anticipate being late or if a child is not well or running a temperature. Please provide us with a phone number.

5. Arrival and Departure

Students must go to the educator on duty as they arrive in the morning and after school. The educator will enter them as present when they go see her.

At 2:35 p.m. when the bell rings, children are responsible for bringing all their belongings downstairs to their hooks and going to meet their educators who will take attendance.

IMPORTANT: Please take note, children will not be allowed to return to their classrooms after 2:35 p.m. for any forgotten belongings (homework, lunchbox, clothes, etc.). Children must notify their educators if they are to stay longer with their teacher after school ends. If a child must be taken out of daycare for a tutoring session or piano lesson, a written note must be given to the Daycare Technician indicating the child's name, the time and duration, the date(s), as well as the person they are going with.

Children will be called from their group when their parents arrive. **Parents must sign out their children on the sign out sheets indicating the time.** Children must go with their parents when signed out, they cannot remain in daycare and their parents return later.

Please notify the daycare technician via your child's agenda, telephone or email if:

- Your child will be picked up by someone other than their parents/guardians
- Your child will be absent from the daycare.

6. Orientations and Values Promoted

In conjunction with the school's Success Plan, the daycare works together with the students, teachers, parents, administrators, and support staff to ensure a safe, caring, and stimulating learning environment.

Good Shepherd Daycare strives to develop both the social skills and the academic skills necessary for all students to become successful, confident, and flourishing young adults.

The daycare's primary goals include a team approach where we promote:

- Respect and compassion
- Safety and security in a structured environment

7. Code of Conduct

- The code of conduct at the daycare is identical to that of the school's and of the school Board's. It can be found in your child's school agenda and is written on Page 16 of the Daycare Handbook.
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- An **inability to adapt** to the daycare environment or **general disregard** of the regulations (i.e. aggressiveness, stealing, etc.) may be cause for suspension or dismissal of daycare services.

8. Meals and Snacks

Meals are to be provided by parents. Good Shepherd Daycare will offer one snack per child every afternoon on regular school days. (If an allocation from MEES is given for this purpose.) If additional snacks are needed for the morning and afterschool, parents must then send additional snacks, so that their child(ren) has something to last through the day.

9. Health and Safety Measures

Considering that many children attending daycare have severe food allergies, no nut or peanut products are allowed.

Children must be always dressed appropriately since daycare children go outside to play all year-round.

Children **must** have running shoes for daycare. In the winter months, the children may leave their shoes with the daycare. The next morning, before they go to their class, they may come and get their shoes.

Only authorized person(s) will be allowed to leave with daycare children. Parents **must** notify the Daycare Technician if someone other than the authorized person(s), as indicated on the registration form, will pick up their child. **A piece of identification, with a picture, may be asked for at the time of pick up.**

In case of confusion as to whether a child comes to daycare or not, on a specific day, the child will be kept at daycare.

In following Riverside School Board's recommendation, a fire drill practice(s) will take place during the daycare hours.

10. Daycare Activities

The daycare includes both daily regular planned activities as well as special or thematic activities.

Routine activities include attendance, snack, outside play, and homework period.

Special or thematic activities are offered by the children's educators and are specifically planned to meet the needs and interests of the group as well as to promote the global development of children (physical and motor aspect, intellectual aspect, emotional aspect, and social and moral aspect). Educators are always looking for new and innovative activities to stimulate the students' interests.

NO TOYS FROM HOME ARE ALLOWED AT THE DAYCARE

Homework Time

The daycare offers homework time to children from grades 1 through 6. They take place in a quiet and safe environment, which promotes focus and concentration. Educators can offer support and guidance to the children but do not correct the homework. The homework period is there to enable the children to start their work. They may not finish it completely; therefore, it remains the **parents' responsibility** to make sure that the homework is completed.

The period lasts between 30 minutes to 1 hour according to the child's grade level.

11. Good Shepherd School's Code of Conduct

Students, parents or guardians, volunteers, teachers, and other staff members are all participants in the Good Shepherd Family and as such, are subject to this Code of Conduct.

This code applies whether we are on school property, school buses or at school-authorized events or activities.

We show respect for ourselves, others, and the environment. We take responsibility for our actions and words, to ensure that students are ready to work in a safe and healthy learning environment in which positive behaviour and good citizenship are standards.

We have a responsibility to practice self-control with our words and actions so that we always treat one another with civility and dignity.

We do not tolerate inappropriate language or tone, insults, harassment, bullying, or other hurtful acts.

We celebrate our diversity. Discrimination based on race, faith, gender, socio-economic status, ability, age, sexual orientation, or any other attribute, is unacceptable.

We acknowledge that it is a shared responsibility among all members of the school community – especially the adult members – to act as role models and to assist students in developing the appropriate social skills to manage their lives and relationships successfully.

12. Please return this page to the Daycare Technician

I have read and fully understand and accept the rules indicated in the Good Shepherd School Daycare Handbook.

Parents' Signature

Date

Name of child(ren):

Emergency Telephone Number: _____

I authorize my child/children _____
to accompany his/her daycare group on outdoor activities around the school with
his/her educator, during the 2020-2021 school year.

Parent's Signature: _____ Date: _____