

## GENERAL INFORMATION:

**Technician:** Louise Dorais  
**Phone number:** 514-767-0179  
**E-mail:** ldorais@lbpsb.qc.ca

### **Regular school day hours:**

7:00 a.m. to 8:00 a.m.

11:55 a.m. to 12:55 p.m..

2:15 p.m. to 6:00 p.m.

### **Pedagogical day hours: 7:00 to 6:00 pm**

**Daycare fees:** Monthly – Please refer to the calendar with pre-set monthly fees due the 1st of each month.

Lunch fees: Monthly—\$32.00 due on the 1st of each month.

Sporadic lunch fee: \$2.00 per day

## ORIENTATIONS AND VALUES PROMOTED:

**Daycare Goals-** Our daycare goals follow the same guidelines as outlined in your child's school agenda book. The staff ensures the safety of our students and provides a home away from home atmosphere. We treat our children with love, respect, and understanding.

Any questions or concerns that you may have should be brought to the technician's attention. It is very important that concerns or problems not be taken up in front of the children or other parents. We address each situation discreetly.



## REGISTRATION AND ATTENDANCE:

- A registration form must be completed for each child in your family/ household. Once a parent or legal guardian has signed the registration form, this document becomes a legal contract between the Daycare and the parent. All payments must be made.
- Each child requires a personal information data sheet. (i.e. allergies, name of doctor, emergency phone numbers, etc.).
- To make changes to your child's personal information or daycare schedule, please notify the Daycare immediately.
- Daycare fees: Students registered prior to September 30th the rate will be determined by the rules & regulations by the MEESR and are subject to change.
- You must check off the pedagogical box on the registration form in order to receive information for those days. The fee for ped days is determined by the MEESR. Additional activity fees may apply.

### Please Note:

- Late fees are charged according to DEPARTURE time. **\$15.00 is charged for every 15 minute that the parent is late.** Children who are regularly late being picked up from the daycare may be dismissed from the program.
- When Daycare closes early (Christmas, the last day of school) notices are sent home in advance with pertinent information.
- Fees may not be refunded for unforeseen closures (an emergency in the school/daycare, teacher strike, power failure, snow storm...)
- Registration will not be processed for the new school year until all outstanding accounts with the present school or previous schools are paid in full.

The daycare, with the need and approval of the governing board, may form a daycare user committee to speak about any issues or ways we can make your three years with us an enjoyable and exciting one.

## TERMS AND CONDITIONS OF PAYMENT:

Payments can be made as follows:

- Interac payments are available at the Daycare
- Cash payments
- Online internet payment

Pedagogical days are paid separately from the monthly fee. The registration form is given to your child approximately three weeks before the actual day. Please respect the deadline indicated on the form; late registrations cannot be accepted. The appropriate student/employee ratio is based on student participation. All parents have a one week grace period before the day to cancel without being charged the **\$14.95** cancellation fee. All fees must be up to date before being allowed to register your child for a pedagogical day.

**NSF cheques must be covered immediately by cash, certified cheque, interac or money order. All NSF fees are charged directly to the issuer as well as a \$10.00 fee by the daycare/school.**

Payments must be made on time, since daycare and lunch fees must cover the salaries of the staff of the Daycare and Lunch programs. Failure to make payments could result in dismissal from the programs.

Tax receipts will be issued by the end of February. Your receipt will include any fees paid between January and December .

## RECEPTION AND DEPARTURE:

We are responsible for all children registered in our lunch and daycare program. Therefore, no child will, under any circumstances, be permitted to leave the premises without being accompanied by an adult or written permission from a parent, teacher or the principal. Such permission must be given to the Daycare before the child will be permitted to leave. A phone call may follow to confirm parents' permission.

If at the end of the day, the daycare staff feels that the safety and security of a child could potentially be compromised, they will need to speak with either the principal or daycare director for authorization to dismiss that child.

All parents must provide names on the registration form for authorization for pick up. A piece of identification must also be on hand at the time of pick up to ensure the safety of your child.

All students are expected to report to an educator upon arrival and the educator must see the adult when picking up the child.

Parents who regularly pick up their child late from the Daycare may be asked to make other arrangements. Late fees are charged according to the time you exit the building with your child - not the time you arrive.

## RULES OF SOCIAL BEHAVIOR:

Children and Daycare workers are expected to be responsible, reliable, and respectful. In order to maintain a safe and secure environment for all children, we will not tolerate any actions which could disturb that environment. Behaviors which could harm the other children in which they feel insecure and unsafe will be dealt with accordingly. Possible sanctions for inappropriate behavior may be:

- Verbal warning to the child and parent
- Written probation letter issued to the parent signed by the Principal and Daycare Technician
- Removal from the program for five consecutive days
- Dismissal from the program

Please ensure that your child arrives at Daycare dressed in appropriate outdoor clothing. The school uniform is mandatory for all students except on pedagogical days. Remember to label all personal belongings.

## HEALTH AND SAFETY MEASURES:

Parents must inform the Daycare of any health related issues immediately. Due to the growing number of peanut allergies, we ask you to avoid sending those types of foods with your child. This includes nutella and any kind of chocolate spread.

School staff is permitted to administer prescription medication only. However, when filling out prescriptions at the pharmacy, please speak to your pharmacist about issuing slow release medication in order for the school not to be held responsible for the administration of drugs. If your child must take medication during school hours, the original bottle with the pharmacy label must be given to an adult in the Daycare. Throat lozenges are not permitted.

All children are expected to go outside during daycare hours. A doctor's note may be taken into consideration, however a parent's request is not.

Please feel free to visit the Lester B. Pearson website for more information dealing with our health policy.

Only staff members are allowed to open the Daycare doors to parents entering the building. **NO CHILD IS ALLOWED TO OPEN THE DOOR TO ANYONE, EVEN IF IT'S MOM AND DAD!** Safety is our concern.

## HOMEWORK PERIOD:

Our Daycare follows the MELS guidelines and offers a mandatory 30 to 45 minute homework period each day. Our staff does not take responsibility for the completion of your child's homework assignments; staff is available for assistance but cannot offer one-on-one tutoring. Reading and studying for tests should be done at home.

No child under any circumstances will be allowed back to their classroom past 4:00 p.m. All forgotten items will be retrieved the following day.

## MEALS AND SNACKS:

- We follow the school boards nutritional guidelines.
- All food allergies **MUST** be brought to the Daycare attention.



# Verdun Elementary School Daycare & Lunch Program

