



Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson



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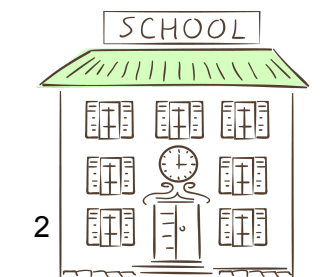
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The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for Daycare and Lunch Programs. A signed registration form for each student indicates your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.



CHAPTER 1

DAYCARE PROGRAM: MISSION AND OPERATION

1. MISSION

Our mission is to ensure the health and well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive and moral) through an activity program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, according to their interest, personality, culture and origin; we focus on children succeeding in a pleasant and respectful environment.

2. OPERATING HOURS



The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

- 7h00 – Opening
- 8h55 – Bell rings
- 9h05 - Class begins
- 12h30 – Lunch period
- 1h30 – Back in class
- 15h30 – Classes end – go to Daycare room, eat snacks.
- 15h45 – Children go out to play
- 16h15 - Clubs, Crafts, Gym time, Homework Support
- 17h15 – Daycare for free play
- 18h00 – Daycare services close

3. PROGRAM ACTIVITIES

The Principal with the Daycare Technician assign children to daycare and lunch groups.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age appropriate group.

Daycare educators implement planned programs based on individual school's philosophy and educational project.

These programs include arts and craft, culture, homework support, physical activity, relaxation & wellness.

Programs are planned before and after school as well as on pedagogical days.



CHAPTER 2

DAYCARE PROGRAM: ADMINISTRATION

1. USERS

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar.

2. REGISTRATION

A registration form must be completed every year and include accurate addresses, telephone numbers, e-mail addresses, and be signed and dated (reverse side) for each student attending the Daycare and Lunch Program. The registration form must include the name and contact information of an alternate emergency contact as well as an alternate authorized pick up person in addition to both parents.

In order for your registration to be complete, your account must be in good standing. Families with outstanding balances from the previous year or previous Lester B. Pearson schools will not be admitted to the Daycare Program until such time as the balance is paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board.

a) Attendance Change

Two weeks notice is required for any change in your child's registration. These changes include starting or leaving the Daycare and Lunch Program as well as any change to the days your child attends either program. *A maximum of 1 change per month and 3 changes per year will be accepted.* For safety reasons and in order to adhere to government ratios the Daycare has **NO drop-in Daycare Service**. Please complete a **Change in Reservation Request Form** and remit to the Daycare Office (available on our school website)

b) Pedagogical Day Registration

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected. Pedagogical Day registration forms must be handed in by a parent directly to a daycare educator either at drop-off or pick-up time.. **Registrations will not be accepted from classroom teachers, the secretary or the child.**

A Pedagogical Day registration form will be sent 4 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date.

In order to attend a pedagogical day, your account must be in good standing.

The cost for pedagogical day is:

- \$10/day (supervision fee) + activity fee (if applicable)

All pedagogical day registration changes must be sent to the Technician in writing.

One week notification is required for a refund.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm

3. DAYCARE PROGRAM SCHEDULE

Daycare is OPEN:

First day of school, Wednesday, August 29th, 2018

Daycare is available according to the school calendar including pedagogical days. (see schedule below).

Kindergarten starting date: August 30, 2018



Daycare is CLOSED:

Labor Day – September 3rd, 2018

Thanksgiving Day – October 8th, 2018

Support Staff/Teacher convention - November 9th, 2018

Christmas Break – December 22nd, 2018 to January 4th, 2019 inclusive

Spring Break – March 4th, 2019 to March 8th, 2019 inclusive

Easter Break –April 19th, 2019 – April 23rd, 2019(Good Friday, Monday & Tuesday)

Unforeseen closure (snow day etc.)

During the summer

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Morning (before class)	7am to 9:00	7am to 9:00
Lunch	12:30pm to 1:30pm and 1:30 pm to 2pm (Mondays, Wednesdays & Fridays)	12:30pm to 1:30pm
PM (after-school)	3:30pm to 6pm	3:30pm to 6pm
Pedagogical Days	7am to 6pm	



4. FEES

a) Daycare Fees

The contract (registration form) is effective for the 2018-2019 school year.

- A user can terminate the contract at any time by sending two weeks notice. Please fill out a **Change in Reservation Request** (as per information in Chapter 2a) - Attendance Change).
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare fees will be billed as per student's registration form, regardless of attendance.**
- A detailed statement of account will be sent monthly.
- Daycare fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

Regular: \$8.20 per day per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

¹ Fees are subject to change during the school year, depending on the MEES decisions

A period being:

- 1 Morning
- 2 Lunch
- 3 After school

Sporadic: a student attending the daycare program on a regular schedule, one or two days per week.

****You may be required to include a calendar if not attending on a regular schedule.**

Each school to indicate their fees (lunch must be the same for both Programs (example):

Morning (before class):	\$10.00
Lunch	\$ 2.00
PM:	\$10.00
Maximum cost per day:	\$12.00

b) Pedagogical Day Fees

The cost is \$10.00 per day plus an activity fee, special materials and or busing (if applicable).

c) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

d) Late Pick-Up Fees

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building.

5. PAYMENTS



a) Payment Methods

Daycare services fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of the statement of account at the beginning of the month no later than the 15th of each month.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

ONLINE PAYMENT

Online payment is safe and preferred method. A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number is comprised of **19** numeric and alphanumeric characters and starts with **SG**.

The reference number is specific to one daycare/school.. If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending daycare, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of a same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE:** Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

CHEQUES

The cheques must be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.



CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

(b) Late Payments

Unpaid balances will not be tolerated. If the payment schedule is not respected, the service may be suspended until payment or arrangements are made. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

(c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless box indicating; "I wish to withhold my social insurance number" is checked on the registration form.

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.20 and pedagogical fee)	Eligible	Eligible

Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

6. SECURITY

a) Ratio

As per government regulations and standards, the ratio is 1 educator per 20 students.

b) Absent Students

If your child is absent from school (daycare program and class), you must notify the ***Front Office as well as Daycare***

c) Last-Minute Changes

For safety and security of all students, daily changes to your child's daycare schedule will not be accepted.

We ask that parents who do shift work, submit a calendar at the beginning of each week with the daycare plan for the week.

d) Drop-Off – Pick-Up



For safety and security reasons, students must be accompanied into the daycare each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the registration form.

e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate daycare program students.

The relocation center is: Please see attached information

Include address: Information is attached

7. HEALTH

a) Nutrition

The Lester B. Pearson School Board has a Food & Nutrition Policy, please review our website:

Food Policy



b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website:

Safe and Caring Schools Policy

***All medication needs to be in the original bottle and a release form from the office
Must be signed by a parent***

c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

8. COMMUNICATION



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact: Carole-Anne Wapen 517-798-1717 cawapen@lbpsb.qc.ca

9. DAYCARE PROGRAM ORGANIZATION

a) Arrivals & Departures

Arrival (7:00 to 8:45 AM): parents go to the Daycare entrance. An educator greets the children; quiet games, gym and free play until the bell rings.

Departure (15:45 to 18:00 PM): parents go to the Daycare entrance. The child is called on a walkie-talkie. He/she meets parent with all his/her personal belongings.

Please note that the person in charge at the entrance will call children only after buses are gone at 15:45.

b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

c) Dress Code

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

10. RULES OF CONDUCT

11. LEGAL BASIS

Quebec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Quebec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.11, a.14 (Regulation adopted under the *Education Act* (L.R.Q., c.1-13.3, a. 454.1)

12. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. the Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below:

Daycare Parent User Committee:

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a year end report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

CHAPTER 3

LUNCH PROGRAM: ADMINISTRATION



1. ADMINISTRATION

The school has a Daycare Technician, *Carole-Anne Wapen* who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assign children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact: Carole-Anne Wapen at (514)798-1717

2. USERS

Lunch program is offered to all elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

3. REGISTRATION

A registration form must be completed every year for each individual student attending the lunch program, indicating the days the student will attend.

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a) Attendance Change

Two weeks notice is required for any change in your child's registration. These changes include starting or leaving the Lunch Program as well as any change to the days your child attends the program. *A maximum of 1 change per month and 3 changes per year will be accepted.* Please complete a **Change in Reservation Request Form** and return to the Daycare Office

4. LUNCH PROGRAM SCHEDULE

OPEN:

First day of school, Wednesday, August 29th, 2018
Daycare is available according to the school calendar including pedagogical days. (see schedule below).

Kindergarten starting date: August 30, 2018

CLOSED:

Labor Day – September 3rd, 2018
Thanksgiving Day – October 8th, 2018
Support Staff/Teacher convention - November 9th, 2018
Christmas Break – December 22nd, 2018 to January 4th, 2019 inclusive
Spring Break – March 4th, 2019 to March 8th, 2019 inclusive
Easter Break – April 19th, 2019 – April 23rd, 2019 (Good Friday, Monday & Tuesday)
Unforeseen closure (snow day etc.)
During the summer

Class Days:	Kindergarten:	Elementary:
Lunch	12:30pm to 1:30pm and 1:30 pm to 2:00 pm (Mondays, Wednesdays & Fridays)	12:30pm to 1:30pm

5. FEES

The contract (registration form) is effective for the 2018-2019 school year.

- A user can terminate the contract at any time by sending two weeks notice, please fill out a **Change in Reservation Request** (as per information in Chapter 2a) - Attendance Change).
- Lunch fees differ per month, as they are based on the school calendar.
- A detailed statement of account will be sent monthly.
- **Lunch fees will be billed as per student's registration form, regardless of attendance.**
- No refunds for shortened days.



a) Supervision Fees:

The daily rate is \$2.00/per day-maximum \$360.00 per year

b) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

6. PAYMENTS

a) Payment Methods

Lunch Program fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of your statement of account at the beginning of the month no later than the 15th.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month.

CHEQUES

The cheques should be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.



CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

ONLINE PAYMENT

Online payment is safe and preferred method. A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number is comprised of 19 numeric and alphanumeric characters and starts with **SG**.

The reference number is specific to one school.. If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending lunch program, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of a same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

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HSBC		

b) Late Payment

Unpaid balances will not be tolerated. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless box indicating; "I wish to withhold my social insurance number" is checked on the registration form.

LUNCH PROGRAM	FEDERAL	PROVINCIAL
Lunch program fees	Eligible	Eligible
NSF cheques fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

7. SECURITY

a) Ratio

The Lester B. Pearson School Board maintains lower student/supervisor ratio and is well below the Government standards.

b) Absent Students

Lunch only students to call the front office (514)798-0777

c) Last-Minute Changes

For safety and security reasons, ***you must call the front office***

d) Lunchtime Dismissal

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parent or legal guardian must present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premise alone during Lunchtime.

e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate lunch program students.

The relocation center is: Please see attached information

Include address: attached information: Information is attached

8. HEALTH

a) Nutrition

The Lester B. Pearson School Board promotes nutritious and healthy habits for our students. Please consider this when packing your child's lunch.

We have numerous students with severe peanut/nut allergies in our school. We ask that you are diligent regarding this matter.

Please review the Food and Nutrition Policy:

[Food Policy:](#)

b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, website:

[Safe & Caring Schools Policy](#)

All medication must be in the original bottle and a medical release form from the office must be signed by a parent.

c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked-up ASAP.

d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

9. COMMUNICATION

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.



Please contact: **Carole-Anne Wapen (514) 798-1717 for any inquiries or email: @cawapen@lbpsb.qc.ca**

10. LUNCH PROGRAM ORGANIZATION



a) Attendance

b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The lunch program is not liable for lost items.

c) Dress Code

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

11. RULES OF CONDUCT

The Daycare program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website: