

J.F.K.'s SCHOOL CHILDCARE SERVICES RULES AND REGULATION

TELEPHONE NUMBER: (450) 686-6292ext. #5620 or press #2

J.F.K. Daycare Service is available to students who are registered at our school. All requests must be made in writing by completing the Registration Form and returning it along with the administrative check made to **SIR WILFRID LAURIER SCHOOL BOARD** with your child's name written on the front.

YOU CANNOT REGISTER BY TELEPHONE.

The Technician for the Childcare Service is **Cynthia Walbert**

Telephone number/Voice Mail: (450) 686-6292 ext 5620 or press #2

e mail address cwalbert@swlauriersb.qc.ca

Schedule:

Block A: 7:00 a.m. to 7:40 a.m.

Block B: 2:28 p.m. to 6:00 p.m.

You are a **regular user** if you use the daycare services for at least 3 to 5 days per week. **The cost is \$8.00/day, 5 days per week= \$40.00 (No sick day or absence refund). Fee may be altered for school year 2015-2016**

The **occasional user** is one who uses the daycare services for **less than 3 days/week on an irregular/occasional basis. The cost is \$15.00 per day. (No sick day or absence refund).**

Please note that the children using the service occasionally need to call a week in advance to inform the coordinator that the service will be needed. Please, use the message voice mail if no one is at the desk to answer your call. Your call will be returned as soon as possible, when necessary.

Should there be any changes to your child's schedule at the daycare, your address; phone number at home or at work, or any other pertinent information, the technician must be advised immediately.

Pedagogical Days:

Ped days indicate: “There are no classes for students”, however our daycare is open and operating from 7:00 a.m. until 6:00 p.m. Our ped day services are offered to all children registered in our program. Parents will be notified in writing of all pedagogical day activities. **The answer slips provided with each letter must be completed and returned to the coordinator before the deadline date written on each letter. It is mandatory and parent’s responsibility to complete every ped day slip whether they need our services or not. The consequence of late submission is risking the possibility of being refused.** Extra fees will be determined depending on the outing or activity planned. **No sick day refund!**

Closing of Daycare:

The daycare is closed during school and civic holidays (Christmas, Easter, Spring Break...). If for some reason beyond our control the school has to close (inclement weather or other unforeseen circumstances) the daycare automatically closes as well.

Absences:

It is mandatory and *greatly appreciated* to inform the daycare when your child will not be able to attend our daycare. If no one is at the desk to respond to your call, please leave a message on the voice mail.

Arrival/Departure: For the security of our children, absolutely no cars are allowed to circulate in the backyard of our school grounds. Parents must always enter the building by the entrance provided for the daycare and **SIGN their children IN & OUT (exact time and initials).** Lockers and hooks are provided for each child’s personal belongings. Circulating in the school after hours is **not permitted** and will not be tolerated by school’s officials.

It is imperative that all daycare children bring all required belongings when leaving their classrooms at the end of the day.

Your children’s security is our number one concern!

As stated before, a child is forbidden to leave the daycare alone without written authorization. Do not forget to state the names of the person authorized to pick up your child and be sure to inform the daycare of any departures changes ahead of time. Identification can be required at any time for security purposes, therefore, to avoid any

awkwardness we suggest that the authorized persons should be advised of our policy.

Terms of Payment

Only the *regular part time* and *occasional users* will be billed monthly. Daycare fees must be paid on reception of billing (dated the latest on the **sixth of each month**) and must be handed to the technician, or if not present, educators on duty.

For full time users, post dated checks will be required for the school year 2015-2016. Reminder: postdate the checks the 6th of each month. The technician will invoice the exact amounts at the beginning of the school year according to school's calendar. PLEASE NOTE THERE ARE NO REFUNDS FOR SNOW DAYS.

All payments must be made by Check Only! Checks must always be made to **SIR WILFRID LAURIER SCHOOL BOARD** with your child's name written on the front. This applies to **all** daycare users for regular and pedagogical days.

LATE PAYMENTS WILL NOT BE TOLERATED. *If this problem arises, you will receive a letter addressing the situation and obliged to make payment immediately or asked to withdraw your child from our daycare.*

Whenever a check is returned, there is an additional N.S.F. charge which is set at \$5.00

Late Fee Charges:

The closing of the daycare is 6:00 p.m. At 6:01 p.m., the late arrival fees charges apply. They are **\$1.00 per minute/per child**. To avoid any conflict or misunderstanding, the exact time is determined by the educator on staff, according to the school's clock only! Payment is due no later than the next morning.

Withdrawal/Re imbursement Policy:

Parents who intend to withdraw their child from the daycare must notify the person in charge of the daycare with a written notice **one week in advance**; otherwise, **they will not be refunded**.

Health Conditions:

The daycare policy reflects that of the school. Whenever a child shows signs of illness (high fever, chills, vomiting, contagious diseases etc...) parents are required to keep their child at home or to pick him or her up as soon as possible from the daycare.

REMINDER: *If your child leaves the school premises because of an illness before he/she is scheduled for daycare, please contact the daycare to confirm his/her absence*

No medication can be given without the parent's consent. Only the original pharmaceutical container will be accepted as it bears the name of the medication, the child's full name, dosage, longevity of the treatment and the doctor's name.

Absolutely no medication must be left in a child's school bag or personal belongings. We ask for your cooperation and vigilance on this matter. Let's play it safe!

RIGHT AND RESPONSIBILITIES INCIDENT SLIP

Children, who have difficulties abiding to daycare regulations, will receive one of these slips, which will indicate to the child which rule he/she has violated. Receiving three of these slips warrants parents signature, five slips-reflections period with warning to parents, seven incidents-reflection period and loss of attending next ped day, nine incidents- a temporary suspension from after school program (**no refund**).

If there are any questions or comments on the information above, feel welcomed to contact the daycare technician. Your cooperation is required and very much appreciated.

Cynthia Walbert
Childcare Service Technician