



MELS DAYCARE: CRESTVIEW ELEMENTARY. PARENT INFORMATION PAMPHLET

Daycare Technician - Maria Soulis
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Crestview Elementary offers a Quebec government (MELS) sponsored Daycare program. This daycare program is managed by a daycare technician and under the supervision of the school administration. In order that the whole range of daycare activities be implemented as smoothly as possible and to ensure the safety and general well-being of everyone involved, please take the time to read this information pamphlet thoroughly, complete the registration form and discuss with your child(ren) their responsibilities while attending daycare.

Application for regular and sporadic users must be made in writing by completing the registration form.

Hours of Operation

- _ **Before school session:** From **6:45 a.m.** until the start of the school day.
- _ **Lunch session:** During the school lunch hour period.
- _ **After school session:** From the end of the school day until **6:00 p.m.**

Children must be picked up no later than 6:00 p.m. If picked up after this time, a **late fee will be charged at \$1.00 per minute.**

Terms and Conditions of Payment

Daycare services are available for \$8.15 per day to those considered “regular users”. A *regular user* means those who commit to registering a child at least three days per week. Children attending daycare five days per week do not pay the portion of the school fees allocated to lunch hour supervision. Part time regular users (3 or 4 days a week) pay only a percentage of the lunch supervision fees. Sporadic users must pay their lunch hour supervision fee. On pedagogical days the daycare service is offered at \$16.15 per pedagogical day and any additional costs for special workshops.

Sporadic users, those registered for less than three days per week, will be charged an amount of \$12.00 for the before school (am) or for the after school (pm) service or \$15.00 for the same day (am and pm) services.

Please note that the parents of children using the service sporadically will need to call in advance to inform the technician that the service will be needed. There is no drop off service. Sporadic users are eligible to attend on pedagogical days for the \$16.15 per day fee plus any additional fees for special workshops providing they register before the deadline.

Fees will be collected on a **monthly basis** and will not be adjusted unless a child is absent for an extended period of time, at least 6 consecutive days,(where the first five days are charged, then day 6 and so forth are not charged). Cheques must be made to **SIR WILFRID**

LAURIER SCHOOL BOARD- CRESTVIEW with your child's name written on the front or back. Late payments will not be tolerated. Should an amount remain unpaid daycare service will be terminated.

In August, if you have a balance from the previous school year, you will not be able to register your child for day care services until your account is up to date.

Federal tax receipts for regular users and Federal and Provincial tax receipts for sporadic users are issued at the end of February.

Pedagogical Days

On pedagogical days, the daycare will operate all day, using the same starting and finishing hours and will include a workshop. However, an additional fee will be charged. Parents will be notified in writing of all the pedagogical day activities. **The permission slips provided with each letter must be completed and returned to the technician before the deadline date written on each letter. The pedagogical day fees are non-refundable.**

Daycare closings

The daycare is closed on school and legal holidays. If for some reason beyond our control the school has to close, such as inclement weather, the daycare automatically closes as well. Listen to the radio for school closure broadcast announcements when weather shows an indication.

Arrival/Departure

Parents must always enter the school by the entrance provided for the daycare (Devonshire Street) and will be required to **SIGN their children OUT** (exact time and signature) on the pick-up sheet provided by the daycare. **Circulating in the school after hours will not be permitted and will not be tolerated by the administration. You or your child are not allowed access to the second floor before or after school hours.** As we have your child's best interests at heart, a child cannot leave the daycare alone without written authorization. Do not forget to provide the name(s) of the person(s) authorized to pick up your child and inform the daycare technician of any departure changes ahead of time.

Rules of Social Behavior

The Crestview Elementary Behavior Code (which is written in the Student Agenda under Students Rights and Responsibilities and Plan for Positive Social Behavior) applies also to students attending daycare. The behavior code is based on a fundamental respect for people and property and aims to make for a cleaner, safer, happier school environment. Parents will be informed of any behavioral problems concerning their child. ***The daycare reserves the right to suspend services if these problems persist.***

Meals and Snacks

The maximum contribution of \$8.15 does not cover the cost of food. Parents are responsible for providing their child with lunch and snacks. Snacks should respect our nut free policy. There are also snacks available for those who do not have one; but it should be on an occasional basis not every day.

Health and Safety Measures

Whenever a child shows signs of illness (fever, chills, vomiting, etc.) the parents are

required to keep their child at home or pick him or her up as soon as possible from the daycare. Parents must **always** inform the daycare when their child will be absent.

Daycare staff members have all completed a general first aid course. Daycare staff members have access to the list of emergency numbers, please be sure to report any changes in emergency numbers to the technician.

Homework Period

One of the objectives of school daycare services is to offer homework support after school by providing students with an appropriate place in which to work and to set a period of time, usually about 30 minutes. If a child does not have any homework, he/she will be required to read for at least 15 minutes. **As much assistance as possible will be offered but, it is not tutorial based, students should be able to complete their homework assignment on their own since homework is based on what they were taught in class. *Though time is given to homework, homework completion, follow-up and agenda signatures remain the responsibility of the students and their parents.***

**Sincerely,
Maria Soulis,
Crestview Elementary Daycare Technician.**