



2023-2024

DAYCARE POLICY

Law 77 regulating daycare services allows school boards to offer in-school daycare services to children to whom courses and educational services are provided at the kindergarten and primary levels.

In order to provide these services according to the needs expressed by the parents, the school has adopted these rules of application regarding the daycare service.

1. THE SERVICE OFFERED

School daycare service consists of supervision and appropriate activities geared to school aged children who are placed in their care.

- 1.1. Hours of Operation:** The school daycare is offered on a regular basis during predetermined periods between 7:00 a.m. and 5:45 p.m. during school days, outside of regular school hours.
- 1.2. Periods:** A student who is registered at New Liverpool Elementary School in 4 or 5 year old Kindergarten to grade six is entitled to use the daycare services. *Refer to the < Rates for Complementary Services > sheet to see time blocks and rates for daycare.*
- 1.3. Pedagogical Days:** A predetermined schedule of daycare services offered during pedagogical days will be furnished to parents at the beginning of every school year. Daycare is closed on Saturdays and Sundays, on statutory holidays and during the March Break.
- 1.4.** The **Ratio** of daycare educator per child is 1/20. Over 20, another educator is added and the group is subdivided by age group. When an activity or outing is held outside the school premises, the ratio of daycare educator per child is 1/10. At lunch hour the ratio of noon hour supervisor per child is 1/50.
- 1.5. Closing:** The daycare service is not offered if the Central Québec School Board and the media announce that the school is closed (due to storm, electrical or heating problem, etc). If the school closes during the day, daycare services will not be available. Students will need to be picked up or take the bus.
- 1.6. Outdoor Play:** All groups will go outside for a period of time, weather permitting. Children must have proper clothing to go outside. Children are also expected to bring a pair of indoor shoes to daycare.
- 1.7. Nutrition:** Daycare follows the school nutrition policy. No candies, junk food or gum. Please no peanuts or nuts.
- 1.8. Toys or Games:** Our school Daycare has a variety of equipment and games for children. All toys or personal belongings from home are not allowed.

1.9. Disciplinary Action: Students are expected to follow the school rules. Repeated failure to follow rules could result in a suspension from daycare.

1.10. Homework: The Ministry of Education obliges all Elementary Schools to have a Homework Period during after school daycare hours. All children from grade two to six are expected to have a specific time to complete homework.

In conjunction with the school policy on homework, daycare offers a 15 to 20-minute period for reading.

1.11. Arrival and Departure: Our school is protected by an alarm system to ensure safety for all children and staff. To enter the school, you must press on the buzzer. An educator will answer and let you in. Only school personnel may open the door for parents and students. Once in the school, the educator at the door will call for your child. Children and Parents are not allowed to walk around the school or the playground. If your child has forgotten important work in class, regretfully you or your child may not retrieve it.

2. ROLES AND RESPONSIBILITIES

The daycare is expected to follow the roles & responsibilities of educators and rules & regulations with respect to the requirements for in school daycare services.

3. THE CLIENTELE

A student who is registered at New Liverpool Elementary School in 4 and 5 year old Kindergarten to grade six is entitled to use the daycare services.

There are three periods per day of daycare.

Periods per day	
am	7:00-8:00
lunch	70 mins. Time to be determined
pm	15:05-17:40

Regular	<u>Predetermined schedule</u>	
	<ul style="list-style-type: none"> Minimum of two (2) periods per day or all periods per day 	
	1 day/week - 2 or more periods	1 day allocated
	2 days/week – 2 or more periods	2 days allocated
	3-5 days /week – 2 or more periods	3 -5 days allocated
Sporadic	<ul style="list-style-type: none"> A student who attends one period/day maximum. Lunch hour user 	

All daycare users must indicate any changes to the daycare schedule in the HOP HOP app before 12:30 am of the current school day.

REGISTRATION

3.1. School days

Daycare Registration Forms must be completed online by the parents or the legal guardian of the student. Instructions and registration period information will be sent to parents/guardians by email. A separate form must be used for each child and the parent must indicate the choice of day and periods during which the daycare service is required. Parents in joint custody must each fill out a separate registration form. A child in joint custody who has a different user status (ex: regular with mom and sporadic with dad) will now have different expected presences and different rates.

3.2. Pedagogical Days

A pedagogical day registration form, including all the pedagogical days of the year, will be sent home at the beginning of the year. Parents will be asked to register their child and send it back before September 11th of each year. Two weeks before every pedagogical day, an email will be sent to parents as a reminder giving them the opportunity to modify their child's registration to the pedagogical days. . Parents who require the service during pedagogical days will be invited to go on the school website to retrieve the form, complete it and return it before the due date. **If a student is registered for a pedagogical day and is absent, the activity is not refundable. All cancellations of attendance after the due date are not refundable. Students who are not registered for the pedagogical day will not be accepted.**

4. DAYCARE COMMITTEE

The Governing Board may form a committee specifically to deal with daycare services and the Governing Board must approve the daycare policy and regulations.

5. FINANCES

5.1. The Governing Board annually approves the cost of the daycare services for sporadic and regular users. The cost for Daycare services for users is determined by the Government guidelines.

5.2. The cost incurred for any activities and outings on pedagogical days will be billed separately.

5.3. The daycare service must be auto financing taking into account:

- ⇒ The salaries of the daycare personnel
- ⇒ The expenses generated by the organization of the services
- ⇒ The cost of additional janitorial services and / or secretarial services.

Amounts are also budgeted for certain needs such as appliances, furnishings, repairs, etc.

6. FINANCIAL CONTRIBUTION BY THE PARENTS:

The cost of daycare service is determined annually; the rates charged must assure auto-financing. Parents are responsible of the following:

- ⇒ User fee for the service (daily rate)
- ⇒ Late penalty fee (in the event of a late pick-up)

6.1. CQSB Standardized Invoicing Procedure

1st of the month	<ul style="list-style-type: none"> • Statement of accounts are produced and generated on the Mozaik Parent Portal. An email is sent informing parents that it is available. • Payment Deadline: <u>10th of the month.</u>
15th of the month	<ul style="list-style-type: none"> • First Reminders are sent to parents stating that an updated statement of account is available on the Mozaik Parent Portal. If you have an outstanding balance, please make your payment immediately.
28th of the month	<ul style="list-style-type: none"> • Second Reminders are sent to parents stating that an updated statement of account is available on the Mozaik Parent Portal. If you have an outstanding balance, please make your payment immediately to avoid services, including ped days, being revoked as of first Monday of the next month until the amount is paid in full.
30th of the month	<ul style="list-style-type: none"> • The daycare technician will call the parents with a one-month balance encouraging them to pay their balance to avoid a rupture of service. • The daycare technician will take this opportunity to discuss payment arrangements, daycare status changes or attendance changes.
June 15th of each year	<ul style="list-style-type: none"> • A communication will be sent to parents informing that the daycare service will not be renewed in August/September of the following school year if there is an outstanding amount owed for the previous school year.

There is no charge for non-regular students who are registered in daycare for the following reasons:

- ⇒ The kindergarten time period due to less school hours (36 Minutes)
- ⇒ The time students would normally spend in class
- ⇒ Should school close early due to a storm or emergency, daycare fees would only be charged as of 3:05 p.m.

The daycare services will neither credit nor reimburse daycare fees for *regular students* for the following reasons:

- ⇒ Educational outings, class trip, etc..
- ⇒ Short term absences
- ⇒ Suspension of a student
- ⇒ Unplanned leave of a student

6.2. Late Penalty

A penalty will be charged to parents who are late in picking up their child. The penalty will be added to the monthly statement of account.

6.3. Payments

The amounts received for daycare services will be collected by the Daycare Technician or paid on-line then forwarded to the school board according to the designated procedures.

7. INCOME TAX RECEIPTS

Fiscal slips are available on the portal. Access the portal using the email address and password you provided to the school. You must click on the 'Finance' icon and then select 'Tax slips' to print your fiscal slips. Modified fiscal slips from previous years will be sent in paper copy.

For all questions or concerns please do not hesitate to contact the Daycare Technician.

Daycare Technician
(418) 652-2106, ext. 8140
nlesdaycare@cqsb.qc.ca



Approved by the Governing Board on September 19, 2023

Daycare Rates 2023-2024

2023-2024	
Sporadic (Max \$3.05/hour) & Regular User (Max \$9.20/day)	
AM 7:00-8:00	\$3.00
Lunch (70 mins)	\$3.10
PM 3:05-5:40	\$8.25
Late Penalty	\$1/min
Ped. day	\$15.75 +activity ((\$9.20 federal and \$6.55federal & provincial))

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