

VES Daycare POLICY and REGULATIONS

Bill 77, which regulates daycare services, allows school boards to offer daycare services to students to whom educational Quebec School Board Policy concerning Childcare' adopted September 8, 2000 and revised October 18, 2002. The daycare policy and regulations are subject to approval by members of the Governing Board.

The goals and objectives of the daycare service are to see to the well-being and development of children placed in its care while taking into account their interests and needs.

SERVICES OFFERED

The ratio of daycare educators per child is 1 to 20.

HOURS (blocks) and COST

- 6:55 a.m. to 8:00 a.m. \$3.24
- lunch block \$2.25 per day
The third sibling gets 50% off
- 3:24 p.m. to 5:20 p.m. \$5.82

REGULAR USERS attend day care a minimum of 1 day a week for a minimum of 2 blocks a day - morning, noon, or after school. For regular users, the cost per day is \$8.95* maximum as of July 1st 2022 and you will be billed at the beginning of each month. *subsidized amount may be indexed by Governmental authorities and adjustments will be mandatory.

SPORADIC USERS attend less than regular users. The cost is based on usage of each block, and you will be billed at the beginning of each month. There is no maximum cost per day for Sporadic Users. For example, a full day, which includes lunch for a single child would be $\$3.24 + \$2.25 + \$5.82 = \11.31

The status of the user, either regular or sporadic, cannot be changed during the course of the school year. The official deadline for adjusting the status of the user is September 30th. Note that in cases of joint custody, the regular user status will prevail.

Selon les modalités prévues par le Ministère de l'éducation et de l'enseignement supérieur, « si l'enfant a un statut régulier en date du 30 septembre, ses parents n'ont pas droit à des reçus pour fin d'impôts au niveau provincial. Les parents ne peuvent pas en cours d'année demander un statut sporadique pour leur enfant, puisque celui-ci, avec un statut régulier, est subventionné pour l'année entière. » (<http://www.education.gouv.qc.ca/parents-et-tuteurs/services-de-garde/cadre-organisationnel/>).

NOON-HOUR USERS do not require morning or afternoon daycare. Noon-hour supervision is mandatory; parents cannot opt for a sporadic service. Students will arrive at school only as of 8:00 am and will leave immediately after school at 3:17. You will be billed at the beginning of each month for the lunch supervision.

HOMEWORK PERIOD: during the afternoon block

The Daycare service provides for a homework period of approximately 30 to 45 minutes, Monday to Thursday, where children from grades 2 to 6 can work on their homework **independently** in a quiet, supervised environment. Younger students, from Kindergarten to grade 1, will have the opportunity to read quietly, play board games, or partake in other activities deemed appropriate for the homework period.

PEDAGOGICAL DAYS (6:55 a.m. to 5:20 p.m.)

Daycare services may be offered during pedagogical days. The decision is made by the principal of the school and depends on whether there are enough children registered and if proper security and janitorial services can be made available.

The cost per pedagogical day is \$15.30* (according to the Ministry's rate and may fluctuate accordingly) plus activity and transportation fees when applicable.

Children with unpaid daycare fees will be denied services for Ped days until paid in full.

On these Ped days, transportation from home to school and from school to home is the responsibility of the parents. The ped day forms must be returned as soon as possible. Each ped day has its own deadline which must be respected. **NO MODIFICATIONS WILL BE ACCEPTED AFTER THIS DEADLINE.**

CLOSED DAYS

- The daycare will be closed during the August and June Ped. Days, during the March and Easter Break and Holidays indicated in the school calendar.
- Daycare services will not be available on days when the Central Québec School Board closes schools due to snow storm, electrical or heating problem, etc. The decision to close will be posted on the school board's website and you will receive an email to inform you. When the school closes in these situations, Daycare also closes.

REGULATIONS

REGISTRATION FOR SCHOOL DAYS

A Registration form for every child attending Valcartier Elementary School must be completed, indicating if and when the child attends.

Registration forms are available at the office. A separate form must be used for each child, and parents must indicate the choice of day and blocks for which daycare services are required.

DROP OFF AND PICK UP

Daycare parents must use the code pad to the front door during daycare hours between 6:55 am and 8 am and between 3:15 pm and 5:20 pm. **Parents are responsible for checking in with the educator to let them know that their child has arrived.**

Parents must therefore park their automobiles in the parking lot (do not park behind the school, or in the front driveway) and enter the school with their child.

Parents must make sure that their child gives a "High Five" to their educator before leaving school.

Parents are not allowed to enter classrooms or offices without the concerned staff member's permission; class and office doors will be locked.

The code pad is for daycare parents only. We ask that you do not share the code with your child or any other unauthorized adults. The code to access the building will be given to you at the beginning of the school year.

Children are expected to gather their belongings and leave the school premises as soon as their parents arrive to pick them up.

CHANGES

Last minute or emergency changes in schedule will be made if parents call (418-844-2233 ext. 8852) or send an email (vesdaycare@cqsbc.ca) BEFORE 2:00 PM. We will not consider a child's verbal notification.

For your child's safety and security, educators must be informed in writing by email (vesdaycare@cqsbc.ca) if someone other than yourself will pick up your child or if there is a change in schedule. The identity of the designated person will be verified before the child is allowed to leave. In case of doubt and before letting the child leave daycare, the educator in charge will contact parents to validate consent. Please ensure that the school has a phone number where you can be reached.

Parents must notify the daycare, in writing, *one week in advance* if they wish to cancel or modify the day or period that services are required.

VES Daycare BEHAVIOUR CODE

The Valcartier Elementary School code of conduct and safety policy applies in full to the daycare service.

Parents will be kept informed of their child's behaviour at daycare and during the homework period either verbally or a written note in the child's agenda. Should the child be a constant and significant disturbance to other children, the school administration may ask parents to make different arrangements.

Please note that should your child have a significant emotional tantrum or receive an in-school suspension on the day he/she was to attend daycare, the privilege of using our daycare service will be revoked for that day without refunds.

MEDICATION

Parents must provide written instructions on the Medical Authorization Form if daycare personnel are to administer prescribed medication to their child. The form is available upon request at the Office or online. Staff will do its best to comply but cannot be held responsible as this is not part of their primary duties. Please note that our staff is allowed to hand out medication (ex.: tablet) but cannot administer medication (ex.: eye or ear drops).

HEALTHY SNACKS POLICY

VES and its daycare are a nut-free environment. We encourage healthy snacks and beverages during daycare hours and outings.

FINANCIAL RULES

The cost of daycare services is determined annually by the Governing Board.

Daycare services must be self-financing, generating enough funds to cover:

- ❖ salaries of daycare personnel
- ❖ expenses generated by the organization of services
- ❖ The cost of additional janitorial and secretarial services
- ❖ heat, utilities and usage of the building; furnishings, repairs, etc.

Invoices will be sent home monthly. Payments must be paid in full within a week of invoicing. Checks should be made payable to **Valcartier Elementary School** (not to "VES Daycare"; banks do not accept the acronym) and are not refundable.

The Daycare Coordinator will call parents whose payment is late. A letter will then be sent to remind parents of amounts due. If payment has not been made within a week, the child will be denied services at VES Daycare until all invoices are paid in full.

Valcartier Elementary School reserves the right to suspend Daycare services if parents do not pay on time. Valcartier Elementary School also reserves the right to request cash payments if the banking institution has returned more than one NSF cheque.

There is NO CHARGE for daycare services under the following circumstances:

- ⇒ An absence of one week or more (5 consecutive school days) because of sickness. Parents must advise the daycare coordinator prior to the billing period.

The daycare will **NOT CREDIT NOR REIMBURSE DAYCARE FEES** for the following reasons:

- ⇒ the school closes for the day
- ⇒ short term absences
- ⇒ student suspension
- ⇒ unplanned absence


LATE PENALTY

A penalty of \$1.00 per minute (according to the educator's watch) will be charged to parents who pick their child up after 5:20 p.m. These penalties will appear on the following statement.

INCOME TAX RECEIPTS

Federal and Provincial receipts will be issued for daycare services. Provincial income tax receipts will not be issued to parents who benefit from the \$8.50 a day government-subsidized program.

Please note that receipts without this information might be withheld or refused by the Government. Parents must ensure that the Daycare Coordinator has the social insurance number of the person(s) who paid the fees.


Shelley Longney
Principal

I have read and understand the daycare policy:

Child's Name: _____

Parent's name: _____

Parent's signature: _____

This policy was approved by resolution of the Governing Board: January 17th, 2022

Credits to D.Marion and D.Adams for template