



ST. VINCENT SCHOOL
995 WOLFE AVENUE
SAINTE-FOY, QUÉBEC
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COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

DAYCARE POLICY

School Year

2021-2022

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 St. Vincent School in 4 or 5 year old Kindergarten to grade six is entitled to use the daycare services. Children registered In Early Childhood may use the daycare services before and after school. *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.
- 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 the 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 St. Vincent School in Kindergarten to grade six is entitled to use the daycare services. Children registered in Early Childhood may use the daycare services before and after school. Please be advised as of September 20, your child's status as a daycare user (regular or sporadic) will remain for the entire school year. If your child's schedule changes during the year, or your child doesn't require daycare services anymore, **your daycare fees will not be adjusted.** This applies for regular and sporadic users.

There are four types of users:

Regular	<u>Predetermined schedule</u> <ul style="list-style-type: none">• Minimum of two (2) periods per day• Minimum of three (3) days per week
Sporadic	<u>Predetermined schedule</u> <ul style="list-style-type: none">• A student registered for daycare services for predetermined periods but less than a regular user.
Occasional (Sporadic)	<u>No predetermined schedule</u> <ul style="list-style-type: none">• A student registered for the daycare service who uses the service on an occasional basis or with no predetermined schedule.• Occasional users must call the daycare coordinator when daycare services are required for their child.• A student registered for the daycare service that uses the service on <i>pedagogical days</i>.
Noon-Hour Only	<u>Predetermined schedule for 5 days a week.</u> <ul style="list-style-type: none">• A student registered for the daycare service that uses the service during the <u>lunch period only</u>. This is a predetermined, fixed fee for the year.

Occasional users must indicate any changes to the daycare schedule in the Pick-up Patrol app before 11:30 am of the current school day.

4. REGISTRATION

4.1. 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 always be charged as a regular user.

4.2. 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. Three weeks before every pedagogical day, an email will be sent to parents as a reminder and asking them to confirm their registration. 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.**

5. 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.

6. FINANCES

6.1. The Governing Board annually determines the cost of the daycare services for sporadic users. The cost for Daycare services for regular users is determined by the Government Program.

6.2. The cost incurred for any activities and outings on pedagogical days must be paid for separately by the parents.

6.3. 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.

7. 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)

7.1. User fees for daycare service

A statement of account will be sent home electronically the first week of every month. Parents are to make full payment before the due date. All payments must be sent back to school addressed to the Daycare Technician. Payments may be done electronically, by cash or cheque. Please make all cheques payable to St. Vincent School.

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

- ⇒ The 33 minute kindergarten time period between (to be determined).
- ⇒ 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 3:10 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
- ⇒ A change in students' attendance

7.2. 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.

7.3. Payments

The amounts received for daycare services will be collected by the Daycare Technician and then forwarded to the school board according to the designated procedures.

The school may refuse a student access to the daycare if payments are not paid in full on a monthly basis.

8. 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
svsdaycare@cqsbc.ca
www.cqsbc.ca/svs



Approved by the Governing Board on May 4, 2021

**ST. VINCENT
DAYCARE**