



DOLLARD-DES-ORMEAUX SCHOOL
18, LADAS
SHANNON, QC G3S 0B8
(418) 844-1457

DDO Daycare

RULES & REGULATIONS

You will find below the rules & regulations for the DDO Daycare. Please read this document **attentively** to familiarize yourself with our operational guidelines, as supported by the DDO School Governing Board and the Central Quebec School Board.

If you have any questions, please do not hesitate to contact us:

ddodaycare@cqsb.qc.ca

418.844.1457, option 2

DAYCARE CALENDAR OF OPERATION

Daycare services are available from the first student-day to the school year's last student day, including pedagogical days (pre-registration required) within the approved school calendar.

The daycare is closed on legal holidays (*Labour Day, Thanksgiving, and Victoria Day*) as well as during *Christmas break, Easter break, and March break*.

RATIO OF EDUCATORS TO CHILD

We respect the legal ratio of one educator per group of 20 students, excluding lunch supervision.

SERVICES AVAILABLE

Regular Users: These users are part of the subsidized government program of \$8.95/day, which is subject to review by the Ministry in July and again in January of each school year. Regular users must be registered for a minimum of 2 periods daily as described below.

The days and periods must be fixed and pre-determined by the parents. Parents in joint custody situations must fill out a separate registration form; and provide a calendar indicating when each parent has custody of their child(ren).

Transportation will not be offered to students who have registered to daycare blocks as per the Daycare registration schedule. Permanent changes to transportation needs must go through the CQSB Transport Department.

Occasional (sporadic) Users: These users are registered for daycare services occasionally or without a pre-determined schedule. Occasional users DO NOT meet the \$8.95/day subsidized government program's requirements and must pay the Governing 'Board's approved fees as described below.

Occasional users must contact one of our Daycare Technicians at least 24 hours before the service is required. The child will only be accepted **if** there is available space according to the ratio.

Pedagogical days are reserved for regular users only.

COST

According to ministerial directives (\$3/h), occasional users will be billed per period as follows:

Period 1:	6:45 a.m. – 8:15 a.m.	\$4.50
Lunch:	50-minute supervision	\$2.50
Period 2:	3:15 p.m.– 5:30 p.m.	\$6.75

The business hours may change according to human resources available.

An annual fee will be applicable to all regular and casual users who wish to benefit from the Kouloo app. The cost is \$5 per registered child. A consent form will be sent to you at the beginning of the year.

LATE DEPARTURE (PICK UP) PENALTY FEE

A penalty fee will be charged to parents who pick up their child late. Daycare students picked up late after closing time (5:30 p.m.) will be charged. The cost is **\$5.00 for the first fifteen minutes than additional \$5.00 fees per 15-minute period, per child.**

Once school buses have been dismissed, any child left behind on school grounds will be sent to daycare, and fees (Period 2) will be charged to parents.

ABSENCES, ARRIVALS (DROP OFF) & DEPARTURES (PICK UP) & ATTENDANCE STATUS

It is essential to report your 'child's absence to our Daycare Technicians. You may reach us at 418.844.1457 option 2. Please state your 'child's name, grade, or teacher, and the date of his/her absence.

It is also required to walk your child(ren) in the morning to sign in. Do not leave your child(ren) unattended outside nor let them walk through the daycare parking lot by themselves (second entrance on Garceau street).

Please note that we will not let daycare students leave with someone other than the parents without your permission. Students can walk home only with written parental consent.

During regular school hours, after 8:15, all parents must report to the school front office (main entrance) to drop off late students. Early dismissals before 14:50 p.m., all parents must report to the school front office. Daycare personnel will call children down from their daycare groups according to your Kouloo location and only once school buses have all left or at the latest 15:25.

Parents are charged for daycare services even when their child is absent. If a place has been reserved for your child, a fee will be charged, as per CQSB guidelines.

DAILY LUNCH SUPERVISION FEES

Kindergarten to Grade 6

All students who stay in school on a regular or non-regular basis, as required by the parents, as well as students who take the bus, must use the services of our daily lunch supervision. Note that there is no reduction in price for part-time users.

"Lunchtime for regular subsidized daycare students " is covered, no extra cost for lunch.

PAYMENT

Every first of the month, or the following school day, invoices are sent to parents through the parent portal (Mozaik). Online payments or cheques (payable to Dollard-des-Ormeaux School, child name must be indicated on verso) must be made monthly. Please note that a fee of \$20 will be charged for **insufficient funds**.

1 st of the month	<ul style="list-style-type: none">• Statements of accounts are produced and generated on the Mozaik Parent Portal. An email is sent informing parents that it is available.• Payment Deadline: 10th of the month.
15 th 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.
28 th 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 pay immediately to avoid services, including ped days, being revoked as of the first Monday of the next month until the amount is paid in full.
30 th 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 15 th of each year	<ul style="list-style-type: none">• A communication will be sent to parents informing them 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.

INCOME TAX RECEIPTS

Receipts will be issued for the amount remitted for Daycare services *to the person who pays for the daycare services*. The subsidized \$8.95/day fee is not eligible for provincial tax credits but is available for federal tax credits. Occasional users are eligible for both federal and provincial tax credits except on pedagogical days when only provincial credits are applicable.

CLOSURE OF THE DAYCARE DURING AN EARLY/EMERGENCY SCHOOL CLOSURE

An email will be sent to all parents from the Central Quebec School Board and/or Dollard-des-Ormeaux School. Closures will also be indicated on the School 'Board's website.

Buses will be sent to the school.

The regular end-of-day plan for your child will be followed as soon as the buses arrive.

- If students take a bus home after school, they will take the bus home. Buses will leave without delay.
- Regular after-school registered Daycare students: Parents must pick them up promptly. **No Daycare services will be provided.**
- Students who walk home will be dismissed promptly.
- Sporadic Daycare students will follow their regular after-school weekly routine.

PERSONAL BELONGINGS

The daycare is not responsible for lost, broken or stolen items. All personal belongings must be identified with the 'child's name, as per usual school guidelines. It is prohibited to bring toys and games from home unless you have been previously advised of a unique daycare activity on a specific day.

ILLNESS AND MEDICATION

Sick children (with fever, nausea, vomiting, diarrhea, etc.) **should not** be at daycare nor at school. Parents will be called to pick up their child who presents any of the above symptoms or is too ill to stay in school.

CLOTHING

Students have outdoor activities scheduled ***every day, from 7:30 to 8:15 and from 2:30 p.m. to 4:05 p.m.*** Therefore, they must be dressed appropriately for the weather.

PROGRAM OF ACTIVITIES & HOMEWORK

As of July 1, 2023, a program of activities will be developed to account for the students' characteristics, the education project and to allow for their overall physical, motor, emotional, social, language and cognitive development. This program of activities will be transmitted to the parents of regular users at the beginning of the school year.

In a calm classroom environment, two days per week after school, grade 3 to grade 6 students will complete homework independently. All students must bring a book to read if homework is not prescribed. Students still have the opportunity to play and get fresh air at the end of school daily.

DAYCARE ENTRANCE / ACCESS

Parents must use the second parking entrance, at the rear of the school by the Daycare entrance, to park their car. Access to the School is limited – all doors remain locked. Therefore, an educator will contact your child and he/she will report to the Puzzle door for dismissal.

BEHAVIOUR CODE

DDO School Expectations apply to daycare as well, which can be found on the School's website. Also, since daycare is a service, if a student consistently does not meet expectations, the school administration reserves the right to deny access to this service.