

Ste-Foy Elementary School Daycare Regulations

GENERAL INFORMATION

The Daycare functions according to the *Regulation respecting childcare services provided at school* (O.C. 1316-98, October 14, 1998), which has been in force since November 18, 1998, as well as the *Central Québec School Board Policy Concerning Childcare* adopted on September 8, 2000.

Children registered at Ste-Foy Elementary School are eligible for Daycare services. Our ratio is maintained at one (1) educator per twenty (20) children.

Transportation outside the regular busing service is the responsibility of the parents.

Daycare services will not be provided when the school is closed due to snowstorms, a power outage, etc. Parents are notified of school closures on the Central Québec School website and by email. If the school closes during the day, Daycare will be closed as well.

The Ste-Foy Elementary School Code of Conduct applies to the Daycare service.

Children arriving before 8:05 a.m. will automatically join the Daycare and be charged accordingly. Children waiting to be picked up after school or those who have missed the bus will join the Daycare as of 3:25 p.m. and be charged for the period from 3:25 to 5:30 p.m.

Registration

All the students in the school may attend daycare, however, parents must complete a registration form and request the service through *HopHop*. Instead of calling the school office, if you wish to have your child stay in Daycare, please call the Daycare before noon (9:00 a.m.) that day to request the service at 651-4396 (extension 8640).

Fees:

Block	Time	Fee
Before school	7:30-8:30	\$3.00
Lunch	1:10	630.00/year per child
After school	3:25-5:30	\$6.50

Pedagogical Days

Daycare services are offered on most Pedagogical days during the school year. A minimum of twenty (20) children must be registered in order to operate the Daycare on Pedagogical days. If the service is cancelled, parents will be notified one week prior to the day in question.

If an outing is planned on a Pedagogical day, drop-offs and pick-ups must be at the school. If a child shows up late for an outing, parents are responsible for their child until the Daycare personnel returns to the school.

The Pedagogical day fee is the basic fee plus the cost of the activity per child for all regular and sporadic users. Registrations that are cancelled after the deadline and children who are absent on Pedagogical days will still be billed.

Magnetic cards

Regular daycare users and sporadic daycare users **must have** magnetic cards at the cost of **\$10 per card**, with the amount refunded when the card is returned. Cards can be obtained at the daycare office.

Only adults may have magnetic cards. It is a matter of safety.

2022-12-03

STE-FOY ELEMENTARY SCHOOL DAYCARE
Definitions According to MEQ Budget Rules

REGULAR USERS (Fréquentation régulière)	SPORADIC USER (Fréquentation sporadique)
A child who attends the Daycare service at least 3 days a week for 2 blocks per day. Attendance during September will determine who qualifies as a regular user.	A child who attends the Daycare service less than 3 days per week or less than 2 blocks per day.
MEQ fees* per pedagogical day + activity fees (7h30 to 5:30)	
Period rate of \$3.00 for the morning and/or \$6.35 afterschool with a daily maximum rate of MEQ basic fees*	Period rate of \$3.00 for the morning and/or \$6.35 afterschool with a daily maximum rate of \$9.35
Parents are billed at the beginning of the month for their expected presence. If you want to change your child's daycare status, it can be done <u>before September 30th</u>. After this date, it will be applied for the entire school year.	Parents are billed at the end of the month for their actual attendance. If you want to change your child's daycare status, it can be done <u>before September 30th</u>. After this date, it will be applied for the entire school year.
Payments by cheque to STE-FOY ELEMENTARY SCHOOL	
The MEQ basic fees* per day are not eligible for provincial tax credits, but they are for federal tax credits. Pedagogical fees are eligible for federal and provincial tax credits.	Daycare fees and pedagogical fees are eligible for federal and provincial tax credits.
Cheques with Insufficient Funds Any cheque returned to the school on account of insufficient funds will be charged an additional fee of \$25.00.	
Late pick-up penalty \$10.00/15minutes/family after closing time (5:30 p.m.)	

