

Rules and Regulations

School Daycare and Lunch Program Services



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Note for Parents/ Guardians:

The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for Daycare and Lunch Program services. A registration form must be completed for Kindergarten(K4-K5) & new LPBSP students at the school. For all other elementary students, registration can be completed online in the Mozaik portal account (once you have re-registered for school), Completion of the registration form indicates your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.

CHAPTER 1

DAYCARE PROGRAM: MISSION AND OPERATION



1. MISSION

Our mission is to ensure the health and well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive and moral) through an activity program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, according to their interest, personality, culture and origin; we focus on children succeeding in a pleasant and respectful environment.

[Regulation respecting childcare services provided at school](#)

2. OPERATING HOURS and PROGRAM ACTIVITIES



The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

Please check your school's website for their daily hours of operation & routine activities (snacks, homework, etc.)

7h00 – Daycare Opens
8h00 – Classes begin
11h35 – Lunch Program begins
12h25 – Lunch program ends/ pm recess
14h30 – Classes end – Daycare Resumes
18h00 - Daycare Closed

Please note: Daycare is OPEN for grades 1-6 as of the first day of school, August 30th, 2022. Daycare service for K4 and K5 students will begin in September- exact dates to be determined.

Daycare is available according to the school calendar (see website) and is also offered on pedagogical days *(with the exception of October 14th, January 20th, Mar 27th and April 11th where daycare is closed.)*

PROGRAM ACTIVITIES

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age appropriate group.

Daycare educators implement planned programs based on individual school's philosophy and educational project.

These programs include arts and craft, culture, science and technology, physical activity, relaxation & wellness and homework support.

Programs are planned before and after school as well as on pedagogical days.

3. RULES OF CONDUCT

To offer continuity between the classroom and the Daycare and Lunch program services, the school rules of conduct and safety measures are applied, including during any outing outside the daycare premises. These rules are in your child's agenda or on the school website. Your collaboration is essential in order to allow complementary collaboration between the school and family. This document also specifies the Daycare rules of operation and the special rules of conduct and behavior applicable.

A student can be suspended from the Daycare or Lunch program, if the student contravenes the Safe and Caring Schools Policy fails to comply with the school rules of conduct and safety measures or commits acts of violence or bullying. A student can be expelled in serious or repeated cases.*

* [Safe and Caring Schools Policy](#)

CHAPTER 2

DAYCARE PROGRAM: ADMINISTRATION

1. USERS and Administration

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar. Daycare services are offered every day of the school year devoted to educational services.

Lunch programs are offered to all pre-k and elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

ADMINISTRATION

The school has a Daycare Technician who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

2. REGISTRATION

A registration form must be completed for Kindergarten(K4-K5) & any new LBPSB students at the school. For all other elementary students, registration can be completed online in the Mozaïk portal account (once you have re-registered for school). The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the Daycare and Lunch Program. It must also include the name and contact information of an alternate emergency contact, as well as an alternate authorized pick up person in addition to both parents.

In order for your registration to be valid, ***your account must be in good standing***. Families with outstanding balances from the previous school year/ Lester B. Pearson schools will not be admitted to the Daycare Program until the balances owing have been paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board's legal department.

It is important to note, that a child(ren) in a shared custody arrangement can only have one status. When a child(ren) is in shared custody and has mixed attendance. For example, he/she comes to the Daycare Program on a regular basis with one parent and on alternative weeks with the other parent attends the Lunch Program. For funding purposes, the child(ren) is considered to have a regular status. In this case, the other parent will not be entitled to the provincial tax receipt (relevé-24).

a) Attendance Change

Two weeks notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. After September 30th a maximum of 1 change per month and 3 changes per year will be accepted. (A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school). For safety reasons and in order to adhere to government ratios the Daycare has a **NO drop-in Daycare Service**.

b) Pedagogical Day Registration

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected. Pedagogical Day registration forms must be handed in by a parent directly to a daycare educator either at drop-off or pick-up time. **Please contact us directly for specific procedure.**

b) Pedagogical Days Registration *(continued)*

A Pedagogical Day registration form will be sent 2 or 3 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date.

In order to attend a pedagogical day, your account must be in good standing.

The cost for pedagogical day is:

- \$10/day (supervision fee + activity fee (if applicable) subject to change

All pedagogical day registration changes must be sent to the Technician in writing.

One week notification is required for a refund.

Our daycare hours on pedagogical days are: 7:00am to 18:00pm

3. DAYCARE SCHEDULE

<u>Class Days</u>	<u>K4 & K5</u>	<u>Elementary</u>
Morning (before class)	7am to 8:00am	7am to 8:00am
Lunch	11:35am to 12:43pm	11:35am to 12:25pm
PM (after-school)	2:30pm to 6:00pm	2:30pm to 6:00pm
Pedagogical Days	7am to 6:00pm	

Daycare/Lunch Program is CLOSED:

- **Lunch Program is not available on pedagogical days.**
- Labor Day – September 5th, 2022
- Thanksgiving Day – October 10th, 2022
- Support Staff/Teacher convention - October 14th, 2022
- Christmas Break – December 26th, 2022, to January 6th, 2023, inclusive
- Spring Break – March 6th, 2023, to March 10th, 2023, inclusive
- Easter Break – April 7th, 2023– April 11th, 2023(Good Friday, Monday & Tuesday)
- National Patriot's Day- May 22nd, 2023
- Unforeseen closure (snow day etc.)Please check our website: <https://www.lbpsb.qc.ca/>
- During the summer

4. FEES

a) Daycare Fees

The contract (registration form) is effective for the 2022-2023 school year.

- A user can terminate the contract at any time by sending two weeks notice. Please **change in reservation request form** (as per information in Chapter 2a) - Attendance Change).
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare fees will be billed as per student's registration form, regardless of attendance.**
- **Absences deemed refundable are those for surgeries and absences more than five (5) consecutive days with a medical note.**
- A detailed statement of account will be sent monthly.
- Daycare fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

Regular: \$8.55 per day¹/per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

Sporadic: \$8.55 per day. A sporadic student must attend daycare for a minimum of 2 periods per day, 1 or 2 days per week.

[MEQ - Service de garde](#)

¹ Fees are subject to change during the school year, depending on the MEES decisions

Note: You will be required to include a calendar if the child(dren) is/are in a shared custody arrangement or if your days change during the week (Please contact the Daycare Technician at your school)

****Please check your school's website for all their fees (Daycare & Lunch)**

Morning (before class): \$10.00

Lunch \$ 2.50

PM: \$10.00

Maximum cost per day: \$12.50

Maximum cost per day when registered at least 2 periods per day: \$8.55 -(Subject to change, based on annual budgetary rules for the 2022-2023 school year).

b) Lunch Fees

The supervision contribution fee for lunch is \$2.50 per student registered in the Lunch Program. Lunch fees will be billed as per student's registration form, regardless of attendance.

c) Pedagogical Day Fees

The cost is \$10.00 (subject to change) per day plus an activity fee, special materials and or busing (if applicable).

d) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

e) Late Pick-Up Fees

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building (not entry).

A fee of \$1 / minute will be charged after 6pm.

Please check your school's website for their own rules for late pick-ups.

5. PAYMENTS

a) Payment Methods

A statement of account will be sent (by email/Mozaïk portal) to all users at the beginning of each month. Daycare and Lunch Program Services fees can be paid by Internet, cheque, interac (some schools) and by cash exceptionally. You must pay upon receipt of the statement of account at the beginning of the month^[1].

It is required to make one (1) payment per child (internet, cheque or cash).



Please note that the Daycare/Lunch Program Services can require parents to pay for the service at the start of each

months, without contravening any applicable law: <https://www.legisquebec.gouv.qc.ca/en/document/cs/p-40.1>

ONLINE PAYMENT

Online payment is a safe and preferred method & you can register anytime!

1. Access the website of your financial institution.
2. Select payments & transfers - add payee.
3. In the **search box**, enter **COMM SCOL LESTER B PEARSON – DAYCARE OR S-GARDE / LESTER B PEARSON - DAYCARE OR S-GARDE**.
 - **ATTENTION:** Do not select Lester B Pearson- Effets scolaire - this payee if for school fees only.
4. You will be prompted to enter a 19 digits alphanumeric account number after the **SG**.
 - **ATTENTION:** A separate 19 digits alphanumeric number is assigned to the payer (father or mother). This number will appear on the statement of account, under the contact information of each person. Please make sure to select the correct one.
 - A separate **SG** 19 digits alphanumeric number will be assigned per child, per payer. As mentioned above, 1 payment per child, you will need to add another payee as indicated above. Tax receipts will be issued to the payer based on the reference number used. It is very important to verify that it matches the payer paying the invoice.
 - **Therefore, the reference number is specific to one school.** If your child changes schools, another reference number will be assigned to you. This includes from JR to SR school.

If you require any help making your internet payment, please contact customer service of your financial institution. Here are those who offer internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

CHEQUES: The cheques must be made payable to the school. Please indicate the student's name and file number on the back of the cheque.

CASH: Receipts will be issued for cash payments. The receipt will be made out to the payer and this is proof of payment only.

Please note that the Daycare/Lunch Program Services can require parents to pay for the service at the start of each

months, without contravening any applicable law: <https://www.legisquebec.gouv.qc.ca/en/document/cs/p-40.1>

(b) Late Payments

No late payments will be tolerated. Failure in respecting the financial payment agreement, may terminate the service agreement. As a result, the student may be denied access to the Daycare Service, until payment is received, or payment arrangements are made with the Principal or Daycare Technician. Please note that unpaid amounts represent a debt owing to Lester B. Pearson School Board that remains unpaid even if there is a school change.

(c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; "I wish to withhold my social insurance number" is checked on the registration form.

The current year tax receipts are available in the Mozaïk parent portal. Please note, the payer must be the person with the Mozaïk parent portal.

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Non-eligible
Lunch fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.55) and pedagogical fee)	Eligible	Eligible
Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible

6. SECURITY

a) Ratio

Daycare: As per government regulations and standards, the ratio is 1 educator per 20 students.

Lunch Period: As most of our schools do not have cafeteria's, the ratio is 1 per classroom size, supervised by an educator or student supervisor.

b) Absent Students If your child is absent from school (daycare/lunch program and class), you must notify the daycare technician.

c) Last-Minute Changes For safety and security of all students, daily changes to your child's daycare schedule will not be accepted.

d) Drop-Off – Pick-Up - Daycare

For safety and security reasons, students must be accompanied into the daycare each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the registration form.

Written or email authorization is required for a student to leave the school premises by themselves or it must be identified when registering for Daycare in the Mozaik portal account.

e) Lunchtime Dismissal

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parents or legal guardians may be asked to present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premises alone during Lunchtime.

(f) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate daycare/lunch program students.

The relocation center is: Springdale Elementary

7. HEALTH

a) Nutrition

The Lester B. Pearson School Board has a Food & Nutrition Policy, please review our website:

[Food & Nutrition Policy](#); [Food Services & Nutrition](#)



b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website - Section: Distribution of Medication in Schools & Centers - pages 31 to 41. [Safe and Caring Schools Policy](#)

For those with allergies who require an epipen, it must be carried on the child at all times.

If medication must be administered throughout the school day, a form needs to be completed authorizing the procedures. Please contact the school for further info 514-798-5610

c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

8. COMMUNICATION



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact Ritu Srivastava (514)798-5610 **for any inquiries or email:** [**alafreniere@lbpsb.qc.ca**](mailto:alafreniere@lbpsb.qc.ca)

9. DAYCARE PROGRAM ORGANIZATION

a) Arrivals & Departures

Arrival (7:00 to 8:00 AM): parents go to the Daycare entrance. An educator greets the children; quiet games are planned until the bell rings.

Departure (2:40 to 6:00 PM): parents go to the Daycare entrance. The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings. ***Sunshine Academy uses the Hop-Hop App.***

Please note that the person in charge at the entrance will call children only after buses are gone at 2:45pm. **(Please contact your school website for more information)**

b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

c) Dress Code

Running shoes are mandatory for all gym activities.

- Students are to wear navy blue, grey, white and/or black
- Appropriate graphics/ designs are permitted provided they are respectful and conform to the colour code.
- Official Sunshine apparel permitted.

d). RULES OF CONDUCT

The Daycare program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website: <http://sunshineacademy.lbpsb.qc.ca/>

10. LEGAL BASIS

The Québec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Québec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.11, a.14 (Regulation adopted under the *Education Act* (L.R.Q., c.1-13.3, a. 454.1))

11. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. The Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below::

Daycare Parent User Committee:

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a year end report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.