



HARMONY ELEMENTARY SCHOOL
DAYCARE GUIDELINES

1. School rules and regulations as outlined in the Student Agenda apply in all cases. Also, Government regulations apply in certain areas of the Guidelines. Please be advised that children must follow the “Rules of Conduct & Safety” indicated in your child’s agenda.
2. The parent/guardian and the Government will finance the daycare service for the 2016/2017 school year. Daycare services are self-financed following the Ministry of Education Guidelines. Also, there may be a limited amount of spaces in the daycare (this follows the adult to child ratio 1:20).
3. **Government regulations require parents/guardians to sign their child(ren) in and out of the daycare (signature and time). Child(ren) in level 6 may sign for themselves.**
4. Government regulations state that children who are being picked up after school and are registered with the Daycare must be picked up at the Daycare and **NOT THE OFFICE**. Should a parent/guardian arrive early the parent/guardian must sign the child(ren) out. Should you ask that your child(ren) walk home or be picked up by another person than yourself, please give us a written note or leave a message on the answering machine. The Daycare will not be responsible for the child(ren) once they have left school premises.

MEDICATION:

5. If your child(ren) needs medication it is essential to fill out the Authorization to Administer Medication Form from the New Frontiers School Board. All medication must be in prescription form.

REGISTRATION AND PAYMENT:

6. A refundable administration fee for opening a file is \$20 per child. This fee must be paid upon registration. **ALL CHEQUES ARE PAYBLE TO “NEW FRONTIERS SCHOOL BOARD”**. Cash, money orders and online banking are also accepted. Parents/guardians are required to pay

weekly or every second week. Accounts must be paid in full by the end of each month.

7. Parents/guardians need to have their child(ren) registered by September 30, 2016 in order for the daycare to be subsidized for the \$8.10 (***Subject to change**) government program. There is no financial assistance for families.
8. Parents/guardians are also asked to pay their accounts in full by cash, money order or online banking only two weeks prior to the Christmas Break and the first week in June.
9. The following fees apply to families who use the daycare on a **sporadic/occasional** basis only. (***Subject to change**)

<u>Hours</u>	<u>Per child</u>
6:45 a.m – 8:15 a.m. 3:00 p.m. – 6:00 p.m.	\$15.00
6:45 a.m. – 8:15 a.m. Only	\$5.00
3:00 p.m. – 6:00 p.m. Only	\$10.00
PEDAGOGICAL DAYS	\$8.10 (*Subject to change)

School Daycare Services may be offered on Pedagogical Days. These days are made available on a need basis. A minimum of 15 kids is required in order for the daycare to be open. The price will be \$8.10 for 10 hours plus activity fees. Should your child(ren) exceed the 10 hours, each minute after will be an additional \$1.00 per child. Families who attend on an occasional basis pay \$8.10 per child plus activity fees.

According to the Government Rules and Regulations, parents/guardians are to sign up for the pedagogical days at the beginning of the school year. Once you have committed yourself to these days, you are obliged to pay for the day and the activity (if charged as a group and not individually) even if your child(ren) does not attend. If you know in advance that your child will not and cannot attend the trip, a two week notice is required for an outing refund only.

10. When you are on the \$8.10 program you are entitled to 5 hours of daycare, which includes two of the three periods (morning, lunch and afternoon). The parents are obligated to sign up for lunch, however if you exceed your 5 hours per day, each minute after will be an additional \$1.00 per child.

NON-PAYMENT OF FEES:

11. If the due fees are not paid within the month, the Technician/Principal will advise the parent/guardian of the fact. The parent/guardian has one week to fulfill his/her obligation. If then, after this week fees are still not paid and no acceptable reason is given to the Technician/Principal, the child (ren) will lose the privilege of the service.
12. **PARENTS/GUARDIANS MUST ADVISE THE TECHNICIAN OF THE CHILD'S ABSENCE FROM DAYCARE AT 450-691-1517 OR 438-992-2159. ACCORDING TO THE MEES THERE WILL BE NO SICK DAYS FOR CHILDREN, THEREFORE YOU MUST PAY FOR EACH ABSENCE.**
13. Government regulations state that Federal and Provincial income tax receipts will be available.
14. Should you have one NSF (non-sufficient funds) cheque, all payments thereafter must be by **CERTIFIED CHEQUE, CASH, MONEY ORDER OR ONLINE BANKING ONLY**. \$20.00 will be charged.
15. A late pick up penalty of \$1.00 per minute (after 6:00 p.m.) will be charged per child.
16. There will be a minimum of \$24.30 (***Subject to change**) per week even if the child has not used \$24.30 worth of service. This is for full-timers only (3 days).

MISCELLANEOUS

17. Children may eat breakfast at the day care from 7:15 a.m. to 7:45 a.m. All breakfast foods are to be labeled with your child's name. The parent/guardian must provide the breakfast (milk, cereal, bread, butter etc.).
18. Snacks will not be provided by the Daycare but by the parent/guardian. This also should be labeled with the child's name. Healthy snacks only will be permitted – i.e. fruit, yogurt, cheese, granola bars without chocolate, muffins containing fruit etc. Please make sure that all snacks are peanut/nut free.

19. Parent/guardian concerns will be dealt with by the Technician in consultation with the Principal. The Principal will render final decisions.
20. A 2-week written notice on leaving the Daycare or any extended absence must be reported to the Technician in writing with a copy to the school Principal. A minimum of 3 days per week will be charged.
21. For the occasional child(ren) a schedule of needed Daycare days for each week **must** be given to the Technician one week prior. This will enable the Technician to better keep track of who is attending or not.
22. There is a time slot for the child(ren) to be able to do their homework (from 4:30 p.m. to 5:00 p.m.). If you wish your child (ren) to do or not to do their homework, please fill in the homework contract. Also, any reading homework should be done at home with the parent/guardian.
23. Should the school be closed, i.e. snowstorm, then the daycare will also be closed. Any school closures will be announced on the radio. (CJAD, MIX 96). You will not be charged for this day.
24. Should you require further information, please contact the New Frontiers School Board, (450) 691-1440.

Thank you for your co-operation.

Krista McLeod
Daycare Service Technician
(450) 691-1517
(438) 992-2159
E-mail: kmcleod@nfsb.qc.ca
Dated: May 20, 2016

Nancy Richer
Principal

HARMONY ELEMENTARY SCHOOL DAYCARE

CONTRACT

I, _____(parent/guardian's name printed)

have read and fully understand the Daycare Guidelines.

Parent/Guardian's Signature

Date Signed