



## McCAIG DAYCARE 2021-2022 PARENT INFORMATION

The team at McCaig Daycare hope to create a fun, relaxing and creative environment for your children. In order that the whole range of daycare activities be implemented as smoothly as possible and to ensure the safety and general well-being of everyone involved, please take the time to read this information thoroughly and discuss, with your child(ren), their responsibilities while attending daycare.

This service is only available to students who attend McCaig Elementary School. Requests for regular and sporadic use must be made in writing by completing the Registration form. Should there be any changes to your child's schedule at the daycare, your address, telephone numbers, e-mail address or any other pertinent information, the daycare technician, Pat Gilmour, must be advised either in person, by phone at (450) 621-6111 ext.6116 or by e-mail at [pgilmour@swlauriersb.qc.ca](mailto:pgilmour@swlauriersb.qc.ca).

### Hours of Operation:

- **Before school session:** From **6:30** a.m. until the start of the school day.
- **Lunch session:** During the school lunch hour period.
- **After school session:** From the end of the school day until **6:00** p.m.

Parents must **always** inform the daycare when their child will be absent. Children must be picked up no later than 6:00 p.m. If picked up after this time, **a late fee of \$10.00 per 15 minutes will be charged.**

On pedagogical days, the daycare opens at **7:00 a.m., closes at 5:30 p.m.,** and includes either an in-school activity or an outing. An additional fee will appear on the monthly invoice for the activity. Parents are notified by e-mail of pedagogical day activities approximately two weeks before. **Parents must reply, either by e-mail or by returning the signed permission slip, by the specified date and ONLY if their child WILL attend. We cannot guarantee a space after this date. The pedagogical day fees are non-refundable.**

### Daycare closings:

The daycare remains closed on school and legal holidays. If for some reason beyond our control the school has to close, such as inclement weather, the daycare automatically closes as well. If there is a cancellation of transportation, the daycare will be open to students who are already scheduled to attend on that day, but will follow the hours and fee schedule of a pedagogical day.

### Terms and Conditions of Payment:

Daycare services are available for \$8.55 per day to those considered "regular users". A **regular user** means those who commit to registering a child at least three days per week. Children attending daycare on a regular basis **before the September 30<sup>th</sup> attestation day** do not pay any (5 days per week) or pay part (3 or 4 days per week) of the portion of the school fees allocated to lunch hour supervision. **Sporadic users**, those registered for less than three days per week, pay an amount of **\$14.00** per day. **Please note that the parents of children using the service sporadically need to call in advance to inform the technician that the service will be required.** Daycare fees on pedagogical days are **\$16.55** plus any additional fees for special activities. Daycare service is available to both regular and sporadic users on pedagogical days.

**Monthly invoices are sent by e-mail at the end of the month. Fees will not be adjusted unless a child is absent for an extended period of time. For example, a child enrolled for five days per week will be charged the full five days even if they did not attend all five days.** Daycare fees must be **paid upon reception** by Interac, credit card, cash, online or cheque made payable to **SIR WILFRID LAURIER SCHOOL BOARD (SWLSB)**. Should an amount remain unpaid, it will be deferred to a collection agency and daycare services will be terminated. Federal tax receipts for daycare services are issued in February and are available on the Mozaik.

### **Arrival/Departure**

Parents must present themselves at the entrance provided for the daycare. There will be a daycare staff member at the door who will call for your child(ren). **Circulating in the school is not permitted and will not be tolerated by the administration.**

**We have your child's best interests at heart!** A child cannot leave the daycare alone without parental authorization. Do not forget to provide the name(s) of the person(s) authorized to pick up your child and let the daycare know of any departure changes ahead of time.

**We offer the HopHop pickup service**, which is available, for a fee, as an app on your smartphone.

### **Rules of Social Behaviour:**

The McCaig Elementary School Behaviour Code applies to students attending daycare. The behaviour code is based on a fundamental respect for people and property and aims to make for a safer, happier and cleaner school environment. Parents will be notified of any behavioural problems concerning their child. The daycare reserves the right to suspend services if these problems persist.

### **Meals and Snacks:**

The maximum contribution of \$8.55 does not cover the cost of food. Parents are responsible for providing their child with lunch and snacks. We are an official nut free school. Please, no snacks that contain nuts.

### **Health and Safety Measures:**

- Daycare staff members have all completed a general first aid course and have access to the list of emergency numbers. Please be sure to report any change in emergency numbers to the technician.
- Whenever a child shows signs of illness (fever, chills, vomiting, etc.) parents are required to keep their child at home or pick him or her up as soon as possible from the daycare.

### **Homework Period:**

One of the objectives of school daycare services is to offer homework support after school by providing students with an appropriate place in which to work and for a set period of time, usually about 30 minutes. If a child does not have any homework, he/she will be required to read for at least 15 minutes.

**As much assistance as possible will be offered but, though time is given to homework, homework completion, follow-up and agenda signatures remain the responsibility of the students and their parents.**