

# Daycare Information

The Greater Gatineau Elementary School Daycare offers services to the school community before school hours, during lunch and after school. We also offer programs on Professional Development Days.

Our aim is to provide a safe, stimulating and caring service for the children of those parents who require daycare service outside of regular school hours. Our program includes: snack, homework club, physical fitness, tribes activities, cultural and art experiences and ample opportunities to socialize.

Please read the following booklet carefully and familiarize yourself with the rules and regulations of the Daycare. Also take some time to go over the behaviour expectations with your child(ren). This booklet is a handy resource to help you and your child get the most out of the program.

## 1. Hours of operation

	Greater Gatineau Elementary School Daycare Daily Schedule
Morning service	6:45 - 8:00
Lunch supervision	11:50 - 12:50
After school program	2:30 - 5:30
PD Days	6:45 - 5:30

Daycare service begins on the first day of classes and runs until the last day of classes.

## **Morning Service**

Morning Daycare is offered for no extra fee to regular daycare children.

To ensure the safe arrival of all children, **parents or other responsible adults must accompany the children to the Daycare room for drop off in the morning** and they will be requested to initial the attendance book.

## **Lunch Supervision**

Daycare staff provides a service of lunchtime monitoring and surveillance during lunch recess. They also encourage healthy food choices.

The children remain in their regular classrooms during the lunch hour.

## **After School Program**

After school Daycare begins at the end of classes. The children meet promptly for attendance before school buses leave the school grounds. Attendance is followed by a snack, then a homework session and then various activities planned and implemented by the educators. A period of free time and socialization begins at approximately 4:30 until closing.

The **Daycare closes promptly at 5:30.**

## PD Days

The Daycare will provide services on PD Days beginning after the first day of classes and continuing until the last day of classes.

The programs will be open to the school community and advertised in advance. **Each PD program will have a sign-up deadline that must be respected.** Extra activity fees are sometimes charged for outings, transportation costs, invited performers and other special in-school activities. The final cost for each PD Day is dependent on the activity planned for the day.

Fees for daycare, snack, and extra activities are payable upon registration even for regular Daycare students. **Students who register but do not attend the PD day will still be charged the regular daycare and snack fee as well as any special activity fee.**

You will be given the chance to register for each PD day separately. The regular daily rate along with the additional activity fee will be charged at the time of registration. **Please note**, on PD days transportation to and from school is not provided by school buses. Parents need to arrange transportation for their children.

## March Break

The Greater Gattineau Elementary School Governing Board decides annually if a March Break program will be offered to the school community. A survey will be done to determine if a program will be offered. In which case, the March Break program will be proposed to the school community with a registration deadline. A minimum number of students registered at the deadline date will be required before the program is confirmed.

## Holidays

The Daycare will be closed on Statutory Holidays and over the Christmas break.

## 2. Fees

The subsidized rate for daycare is set by the Ministère de l'Éducation et de l'Enseignement Supérieur each year. It is subject to change in January. The fees are guaranteed from August to December.

To qualify for the subsidized rate you must register before September 30<sup>th</sup> of the current school year for a minimum of three days per week or take a spot vacated by another regular student. You pay based on the number of days you have registered for.

A student who attends occasionally or in the morning only does not qualify for the reduced rate. The morning fee is charge based on attendance and the afternoon fee includes a snack and is also charged only when the child attends.

All students, regular and occasional, qualify for the regular rate on PD days. This fee is higher for the full day of daycare on a PD day.

Any parent or guardian who arrives after 5:30 pm will be charged a late fee of \$1.00 per minute. Repeated late pick up may result in refusal of Daycare services for your child(ren).

## Payments

- **Prepayment is required for all daycare service.**
- Monthly payments are due on the first of each month.
- Any arrangements on the schedule of payment must be made with the Daycare Technician at the time of registration.
- Sporadic payments are due on the day that the service is provided.
- Payments may be made in cash, by debit or by credit card only to the Daycare Technician.
- Personal cheques will also be accepted for payments. If at any time a cheque is returned due to insufficient funds, this method of payment will no longer be accepted.
- Cheques must be made payable to **W.Q.S.B. Greater Gatineau School.**

- Please indicate the student's name and the time period on the cheque (ex: Suzie Smith, month of May)
- **If the account has not been paid in full, the child will be refused access to the Daycare until the account is paid.**
- The Daycare Technician will issue receipts for every payment received.
- Federal and provincial tax receipts will be issued by the end of February.
- Parents must supply their **Social Insurance Number (SIN)** to the Daycare before a tax receipt can be issued.

### 3. Transportation

If a child is registered in a school day care 5 days a week am/pm, the child will not be assigned to a school bus and it will be the parent's responsibility to transport the child. **The child will not have occasional access to school transportation;** i.e. when parents are on holidays or sick at home.

If a child is registered in a school day care 5 days a week in the afternoon only, school transportation will be assigned for the mornings only.

If a child is registered 5 days a week in the morning only, school transportation will be assigned for the afternoons only.

If a child is registered in a school day care on a part time schedule; less than 5 days a week, the child will be assigned to a school bus both morning and afternoon.

### 4. Rules of Social Behaviour

The Daycare students are expected to follow the same rules of conduct as during the regular school day; please refer to the school **Code of Conduct** in the school agenda or on the website for further details.

We expect the children to respect the staff, their peers, the program schedule and the daycare environment (toys, books, supplies, etc).

If a child is experiencing difficulties at Daycare, the staff will work with the parents or guardians in an attempt to resolve the situation. The Daycare Technician and the Educator will notify the parents of any deviations from the Code of Conduct which may occur and the action plan that they expect to follow. However, if after repeated efforts the situation does not improve, the Principal will be called in to help resolve the problem and the child may be removed from the Daycare on a temporary or permanent basis.

## **5. Health and Safety Measures**

### **Emergency information**

Parents or guardians are responsible for ensuring that the Daycare has up-to-date names and telephone numbers of people who will be available in the case of emergencies. It is extremely important that parents share this information with their children.

The parents or guardians must inform the Daycare, in writing, of any other person who is allowed to pick up their child. That person will be required to show photo ID as confirmation of their identity.

### **Accidents**

Parents or guardians will be notified at once of any significant accident. If they cannot be reached, the emergency number will be called. If the accident is judged severe enough to require an ambulance, a staff member will accompany the child to the local hospital emergency centre. Parents or the emergency contact will be advised so that they can meet the staff member there.

Should an ambulance be required, it is the parent's responsibility to pay the cost.

### **Prescription medication**

If a child requires prescription medication:

- A permission form must be obtained from the office, completed and signed before any medication will be administered. **This form is also available on the school website.**
- Only medication prescribed by a doctor will be administered.
- The prescription or a copy must be left at the office.
- Parents must bring the prescribed medication to the office.

It is important that the Daycare staff be aware of any serious health problems: allergies, diabetes, asthma, migraines, etc.

## **6. Clothes and Personal Belongings**

### **Indoor Shoes**

Parents of children in upstairs classrooms must provide a pair of **indoor shoes** specifically for Daycare since the children are not permitted to return to their school lockers after regular school hours. These shoes must be worn indoors at all times. Children in downstairs classrooms may use the indoor shoes from their classroom.

### **Change of clothes**

It is recommended that children have a change of clothes at the daycare. There are sometimes spills during snack or playtime or other accidents that require the children to change.

### **Loss and Damage**

The Daycare is not responsible for loss or damage of personal items the children bring to school. No electronic devices (iPod's, MP3's, hand-held game systems...) or trading cards are permitted at Daycare. Daycare Staff reserve the right to confiscate these items and hold them in the office until a parent or guardian arrives.

Personal items left behind at the Daycare will be held in "Lost and Found" for two weeks.

## **Sun Protection**

Sunscreen is highly recommended for sunny days. Each child or family should provide their own sunscreen and no sharing will be allowed between friends.

## **7. Activities Provided by Daycare**

### **Snack**

It has been a long-standing tradition that a snack is offered to the children at the beginning of the After School Program. The snack is paid for by the parents (see Fees) and is prepared and served by the staff.

In accordance with the Canadian Food Guide, the daily snack is comprised of one serving of fresh fruit and vegetables, one serving of dairy, a choice of cereal products, and a glass of either 100% juice or water.

A child who has an **allergy** will be required to bring their own snack to daycare. The snack fee will not be charged to this child. The snack provided by the daycare will also take their allergy into consideration and will not contain any items to cause concern.

### **Homework**

From Monday to Thursday, all students are provided the opportunity to do homework, study and read. The time allotted to this activity varies with the age and grade level of the children (15 minutes for the youngest group and up to 30 minutes for the senior groups). Children can always continue working on homework after the scheduled time if they chose to do so.

## **Organized Activities**

All Daycare Educators prepare a monthly schedule of organized activities and post it in the Daycare area.

The activities include arts and crafts, food preparation, organized games, sports, and performing arts.

All supplies for the planned activities are furnished by the Daycare. At times Educators may request donations of common household items such as egg cartons, toilet paper rolls, juice cartons, etc.

## **Free Choice Time**

Free choice time happens in the mornings, after 4:30 and on PD days. Children are permitted to bring toys from home to share with their friends. These toys **must** be able to fit in their school back pack and **must** stay in their back pack during the school day. The children will be permitted to play with these toys **only** during assigned times. If children are seen with their toys at another time during the day this privilege may be removed.

The daycare is not responsible for loss or damage to these items. Please discuss this with your child(ren) and use this knowledge to decide which toys are appropriate to send with your child(ren).

**Electronic toys that can send messages or take pictures are not permitted.**

# OUR UNDERSTANDING WITH PARENTS

## **Parents are asked to:**

- Fill out the registration and emergency forms at the time of registration and update them when changes occur
- Supply Social Insurance Number for tax purposes
- Accompany their child to the Daycare room for morning drop-off and sign in with time of arrival
- Sign children out at the end of the day and indicate the time
- Notify the Daycare, in writing, at least one week in advance, if there will be any changes to the child's attendance
- Pay on a regular basis according to arrangements made with the Daycare Technician
- Respect opening and closing hours
- Sign and return the attestation of understanding (last page of this booklet)

## **The Daycare will:**

- Communicate openly and respectfully with the parents or guardians
- Respect, support and encourage the children
- Ensure the safety of the children at all times and follow procedures for emergencies
- Ensure that attendance is taken daily
- Issue receipts for all payments
- Issue annual income tax receipts
- Follow the indications for all prescription medication
- Provide a quality program for the children

## **The children will:**

- Respect staff, other children and the environment
- Arrive promptly for attendance
- Play safely and co-operatively
- Respect the activity schedule
- Refrain from circulating in the school (return to classroom or school lockers) without the authorization of their Daycare Educator.

**Greater Gattineau School Daycare  
Attestation of Understanding  
With Parents and Guardians**

Name of child: \_\_\_\_\_

Name of parent: \_\_\_\_\_

I hereby certify that I received a copy of the Daycare Booklet and that I have read the information and agree to abide by the Daycare Rules of Operation.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_