

Our Philosophy

In the Daycare Program we work together to create a harmonious atmosphere among both the staff and the students. We encourage the students to interact with one another and to help each other. Our aim is to make sure that each child is well taken care of by our qualified staff and is happy while at school. If there are any concerns or questions we are always available to discuss them. We want all of our students in our Program to be happy, do their homework and make friends.

Lunch Program Fees

Our annual supervision fee is \$360.00. If paying by cheque, please issue cheques payable to **St. John Fisher Jr Daycare**. We would appreciate two post-dated cheques dated September 15, 2017 and February 1, 2018 in the amount of \$180.00 each or ten monthly payments of \$36.00 each. Payments should be made either on the 1st or the 15th of each month. Please indicate your child's name on all payments. Part time rates are available for part time lunch program users. Please contact the daycare coordinator for further information. Online payment of fees is also an option. The link can be found under the heading "Online payments".

Daycare Fees

Our fees are calculated according to the Ministry of Education guidelines for a subsidized program. Our current fee is \$8.15 per day per child. If paying by cheque, please issue cheques payable to **St. John Fisher Jr Daycare**. Payments should be made either on the 1st or the 15th of each month excluding June. At the end of May you will be issued a statement of account for the balance of the school year. Any adjustments related to a snow day, cancelled ped day or overpayment will be made at this time. Please indicate your child's name on all payments made by cheque. Online payment of fees is also an option. The link can be found under the heading "Online payments".

To be eligible for the government subsidy, you must be registered and using the Daycare Program for 3, 4 or 5 days per week by **September 30th, 2017**. For those families who use the daycare for only 3 or 4 days, there will be an extra charge of \$2 per day for lunch program use on the other days.

Unpaid Balance

Students who begin the school year with an outstanding balance from the previous year will not be admitted in to the Daycare Program until such time that balance is paid in full by cash or certified cheque.

Late Fees

Our Program closes at **6:00 p.m.** A fee of \$1.00 per minute will be charged after closing. Parents must make every effort to ensure that their children are picked up no later than 6:00 p.m. We cannot take into consideration inclement weather. If you are unable to pick up your child before 6:00 p.m. please make alternate arrangements.

Fee for NSF/Returned Cheques

Please be advised that a \$10.00 fee will be charged to parents for any cheque with insufficient funds, a closed account, etc.

Credits/Refunds

We are unable to give a credit or a refund for the days that your child does not attend the Lunch or Daycare Program.

Online payments

The explanatory letter is available on our website at <http://stjohnfisher.lbpsb.qc.ca/daycarejr.htm#Notices>. If you have any questions please feel free to contact the daycare coordinator.

Statements

Statements are emailed to all parents. We make every effort to email the statement to you at the beginning of each month as well as a second email reminder near the end of the month. The first statement in September can be expected near the middle of the month. Please make sure that we have your correct email address.

Change in routine

Please advise the school's administration office, the teacher and the daycare of any change in your child's routine, via a note, phone call or email, indicating your child's name, and specifying the change. If, in an emergency, you decide not to send your child to daycare, please ensure that you advise us **by telephone** before **2:00 p.m.**, mentioning your child's full name, as well as their grade. To avoid any confusion our policy is that **your child will go to daycare as usual and that your child will be picked up there, by you or your designated person**, unless the change is that they will take the bus.

Policies and Procedures

Daycare Entrance

The Daycare entrance is located on the East side of the school by the bus zone. Please ring the bell and an educator will buzz you in. An educator will call your child to the door. Please note that the doors are locked for security reasons and no one is permitted to open them to anyone unless you are a staff member.



Study Periods

Homework supervision is provided for the students. The educator will not be tutoring your child but will be available for any questions during this period. The educator is not required to check to see if all the homework is done nor will the educator check for errors.

Pedagogical Days & Holidays (Daycare Program)

Our current supervision fee for a pedagogical day is \$10.00 per child for 10 hours of supervision. Our activity fees range from \$5.00 to \$10.00, when applicable. Once you register your child for a ped day there will be no refund if they do not attend. Forms are posted on our website at <http://stjohnfisher.lbpsb.qc.ca/daycarejr.htm#Notices> as they become available and are also sent home with the children.

The Daycare will be closed on all statutory holidays as well as March Break, Christmas, Easter (including the Tuesday) and one day in November for professional development.

Food (Lunch Program)



Children must bring their own lunch and utensils. Any exchange of food is discouraged due to allergy possibilities. We are a “nut smart” school and therefore nuts of any kind are not allowed in the school. Please ensure that lunch boxes and containers are clearly labeled.

Medication

In order to administer medication to your child you must complete a “Request & Authorization for the Distribution of Medication at School Form (A) & Release of Liability for Distribution of Medication Form (B)” which can be obtained from either the Daycare Office or the school office. We cannot administer any medication without prior authorization.

Outdoors

Except in extreme weather conditions all children will be spending part of their lunch and daycare period outdoors. Please ensure that your child is appropriately dressed.



Sick Children

If a child becomes ill during the course of the day, parents will be notified as soon as possible and must make arrangements to pick up their child from school, if needed. If your child is sick with anything contagious, please do not send him/her to school.

Modification of Basic Reservation

A request for a modification in your child’s basic reservation must be done in writing five days before the change occurs. An email is acceptable. Last minute changes cannot be guaranteed. Please contact the Daycare Coordinator.

Leaving School Property

Students are not permitted to leave the school property without written parental permission. This includes going home for lunch on days they are registered to be in the Lunch Program.



Toys

Please do not allow your child to bring any toys or valuable items to school. We do not take any responsibility for lost or broken items.

Code of Conduct

The Lunch and Daycare Program follow the same Code of Conduct as the school. Please remind your child that their conduct during lunch and daycare should be the same as expected in the classroom!

Daycare User Committee

This organization plays an advisory role and is chaired by the Daycare Coordinator. It provides a forum for consultations and feedback. It is also a liaison for all parents who use the daycare service. The Governing Board votes at the beginning of each school year on whether or not to form a daycare user committee based on parental interest in forming such a committee. Parents can always attend the Governing Board meetings should they have questions or concerns. If you are interested to form a daycare user committee, please contact the Daycare Coordinator or the Governing Board.



ST. JOHN FISHER JUNIOR LUNCH & DAYCARE PROGRAMS

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