



St. John Fisher Sr. Daycare Program
Registration Information
2016-2017

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GOALS

Welcome to the St. John Fisher Sr. School Daycare Program. Our goal in the afterschool program is to provide a safe, enjoyable time for the students after their day in school, to unwind and enjoy time with their friends.

Our mission is to teach the students respect for each other and one another, to develop their social skills, and to build on their many interests while participating in a different variety of activities offered daily.

REGISTERING

I invite you to look over our daycare booklet so you are familiar with the services offered to you & your children while they are present in our program.

If your needs have changed and you need to register your child for the lunch program only, in 2016-2017, the registration form is the same. Please fill out the appropriate information on the form. However, the fees and the program are different. You will find the lunch program information on the backside of your booklet. It is very important to register your child, by the deadline. This is very important in order for the daycare to have adequate staff on the first day of school. If your child is not registered he/she will not be permitted into the program, on the first day of school. If you register your child after September 30th, once staffing has been established, we reserve the right to refuse daycare services to your child, in order to be able to respect the ratio of students to educator. Due to the busy demands that the first day of school brings, forms are not accepted on the first day of school. Please make alternate arrangements until all forms are submitted.

If it is your intent to register your child/children in the daycare, please complete all forms and return to St. John Fisher Sr. School by Wednesday June 29th, 2016.

If forms are not submitted by the deadline, your child's place will not be reserved.

To qualify for the subsidized rate, all students must be registered no later than September 30th. If you register your child after September 30th the daycare does not receive a subvention for your child, therefore we reserve the right to charge parents a daily rate of \$10.00, to cover the cost of having your child in daycare.

RATES

The daycare fees are calculated according to the MEESR (Ministère éducation enseignement supérieur recherche) guidelines for a subsidized program. The current fee is \$8.10 per day per child. Please note there is a possible increase to fees effective January 2017. In the meantime please submit payment from September to December 2016. More information on rates will be provided in January 2017. Please note the part time fees are an estimate and will be adjusted throughout the year. If you are paying with post-dated cheques please date them the 15th of every month.

RATE CHART

	5 days a week	4 days of daycare + 1 day lunch	3 days of daycare + 2 days lunch	Drop-in fee
August & September (21 days)	\$170.10	\$ 130.00	\$120.00	\$10.00
October (19 days)	\$153.90	\$ 130.00	\$120.00	
November (20 days)	\$162.00	\$ 130.00	\$120.00	
December (16 days)	\$129.60	\$ 130.00	\$120.00	

PICK-UP

All children need to be picked up by 6.00 p.m. If they are not picked up by that time, a late charge of \$1.00/minute will be applied. If your child is picked up late more than three times during the school year, a suspension from daycare will be issued. For any reason, someone other than the people identified on the registration form is picking up the child, or he/she is going home with a friend, an e-mail or a phone call must be communicated to the coordinator before 2:00 p.m. Students will not be permitted to leave without parent's permission. Students cannot make arrangements with friends during daycare hours. They must be made at home.

REFUNDS

Should your child withdraw from the daycare program, fees for the remainder of the month will not be refunded, however post-dated payments will be returned. Please note there are no refunds for regularly scheduled days that are not attended (i.e. vacation, illness, absence from school).

TAX RECEIPTS

Parents who qualify for the subsidized rate only receive a receipt for the Federal Income Tax. Receipts will be issued for the amount of money received from January to December 2016 for daycare attendance. Receipts will be distributed by February 28th, 2017. Please remember to fill out the payer's name with their social insurance number so you may receive your receipt on time. The receipt will be issued in the name of the person signing the cheques or making payment.

UNPAID BALANCE

Students who return to school with an outstanding balance from the previous year will not be admitted into the daycare program until the balance is paid in full by cash or money order.

STUDENTS WITHOUT REGISTRATION

Students, whose registration form has not been submitted by the deadline, will not be permitted in the daycare. Please ensure you make alternate arrangements for your child, until required documents have been given in to the coordinator. Forms will not be accepted on the first day of school.

CHANGE IN PERSONAL INFORMATION

Very Important Any changes in address, phone number, or e-mail as well as parental custody, should be communicated to the Daycare Coordinator and the School Secretary as soon as possible.

DAYCARE PROGRAM

Our morning program provides board games, legos, building toys, reading or a quiet time before the school day begins.

Our after school program consists of a variety of weekly activities, including the following:

- A quiet 1/2 hour supervised homework period, from Monday to Thursday.
- Arcade Room

- Bingo
- Crafts
- Computer Lab
- Cooking
- Science
- Wii Dance Revolution
- Organized indoor and outdoor sports (sledding, snow shoeing, hockey in the winter & football, baseball, soccer, badminton in the summer etc...)
- Use of gym facilities

Daycare Program Schedule

2:20-2:45	Attendance & snack
2:45-3:15	Outdoor play
3:15-3:20	Transition into class
3:20-3:50	Homework Period
3:50-4:00	Staff departure (transition time)
4:00-4:50	Scheduled activity
4:50-5:00	Clean up & transition to basement daycare room
5:00-5:30	Board Games, Structure building, legos...
5:30-6:00	Quiet activities, reading, drawing...



HOMEWORK PERIOD

We have a scheduled homework period from Monday to Thursday from 3:20-3:50. This period is supervised by your child's educator. The educator is available to encourage and assist with homework. However the completion of homework is the student's responsibility as well as the parent's.

THE DAYCARE'S HOURS OF OPERATION

The St. John Fisher Sr. Daycare is open Monday to Friday according to the St. John Fisher Sr. School calendar. Our hours are:

7:00-8:00 before school

11:20-12:20 lunch

14:20-18:00 after-school

HOLIDAYS & CLOSURES

The daycare will be closed on the following days:

Labour Day: September 5th, 2016

Thanksgiving: October 10th, 2016

Professional Day: November 25th, 2016

Christmas Break: December 26th 2016 to January 6th, 2017

March Break: March 6th, 2017 to March 10th, 2017

Easter Holiday: April 14th, 2017 to April 18th, 2017

Patriot's Day: May 22nd, 2017

PEDAGOGICAL DAYS

The Daycare is open on pedagogical days for registered students. Parents must register their child/children for each ped day. Only those that return their form and payment by the deadline will be admitted. Any forms submitted late will not be accepted. The cost of ped days is a flat rate of \$25.00. Ped days will be refunded if your child is not present; this applies only if the daycare is not charged by the organization scheduled on that day. Parents must call the daycare before 7 a.m. if their child is going to be absent. Any unreported absence will not be refunded, as the pedagogical days are staffed according to the number of students registered.

Forms are distributed 2 weeks before a pedagogical day. Each child receives a form. There are additional forms placed in a folder at the daycare entrance as well as on the parent information board down by the daycare room in the basement. It is also available on the website.

PARENT'S NEWS BULLETIN BOARDS

We have 2 parent information boards, at the entrance & down in the basement. It contains information on ped days, extra-curricular activities, workshops, monthly calendar etc...

MONTHLY CALENDAR

A monthly calendar with a variety of activities planned for the month is posted every month at the daycare entrance, on the parent's bulletin board in the basement as well as on the website.

WEBSITE

All information pertaining to the daycare is posted on the website including any forms distributed to the students.

PARENT'S COMMITTEE

A daycare parent committee is formed by the governing board upon the request of at least 3 parents from each campus, who use the daycare service. It is chaired by the Daycare Coordinator who has an advisory role. It provides a forum for consultations and feedback. It also transmits suggestions and recommendations to the school principal or the governing board. It focuses on the quality of daycare services and may make recommendations in respect to the rules of operation, changes needed or any aspect of daycare. It may contribute to the development of innovative projects.

At the end of the year, a year end report, reviewed by the principal and governing board will be provided to all parent committee members.

Please contact the coordinator if you are interested in being part of this committee at 514-695-9275 or lsulano@lbpsb.qc.ca.

ATTENDANCE

Children are expected to attend the Daycare Program as scheduled. Please advise the daycare if your child will be absent from the daycare program. If a note is not received or if the coordinator has not been informed, the child will not be allowed to leave the premises. A message can be left on the answering machine at 514-695-9275 or at lsulano@lbpsb.qc.ca before 2 p.m. This does not apply to children who are absent from school. The program offers an emergency drop-in service. For those using this service a message must be left on the answering machine at 695-9275 or lsulano@lbpsb.qc.ca before 2 p.m. Please state your child's name. The fee is \$10.00 per day for an emergency drop in.

FOOD

Please remember that St. John Fisher Sr. School is a nut-controlled school. We therefore ask you not to send in snacks containing nuts. Please make sure that all containers are clearly marked with your child's name.

CLOTHING

Except in extreme weather conditions, all children will be spending part of the daycare period outdoors. Please ensure your child/ren are appropriately dressed. On warmer days please make sure your child has sunscreen, a cap & a water bottle. During the colder months, gloves, a hat & boots are all necessities. Please label all personal belongings.

PERSONAL ITEMS

Any form of electronic device is not permitted in the daycare program. Devices such as i-pods, cellular phones, electronic games etc... Any games, trading cards, or toys are also not permitted. We do allow the students to bring these items on a pedagogical day, however the daycare is not responsible for any loss, damage or theft.

STUDENT CODE OF CONDUCT

(the code of conduct followed in daycare is the same as the one followed in school)

SCHOOL DISCIPLINE

Behaviours which are inappropriate will be dealt with in one of the following manners:

Non-violent inappropriate behaviour:

The individual educator may intervene in the situation and may use a number of strategies. Warning, restitution, conflict resolution, isolation, detention, loss of recess, written reflection, or a phone call home are a few recourses.

Violent or dangerous behaviour:

If any individual is involved in a serious violent or dangerous behaviour, the child may have an immediate in-school suspension. The parents may be called and asked to come to the school to pick up their child. The individual will have to remain away from daycare.

After this time period the parents will be asked to return to school with the child to meet with the

administration and discuss behaviour expectations as well as further consequences.

It goes without saying that school rules apply at all times in school as well as on any field trip or other outing

organized by the school. Students are accountable for their actions at all times and, when rules are broken, we work with the student and parents to promote responsibility. We anticipate full cooperation from home.

MEDICATION

No medication will be administered to any student without the completion of *medical forms*. Please contact the coordinator if you need a copy and you will be forwarded one. Prescription medications will be administered, and must be clearly labeled with an accompanying doctor's instructions (i.e., bottle must be labeled by a pharmacy). Should these

procedures not be followed, the Co-ordinator has the right to refuse to administer any medication.

REPORTING TO DAYCARE

Students must always report to their supervisor before going to a scheduled activity, and before departing for the day. The student's safety and well-being is a priority. Students are signed in and signed out every day upon their arrival or departure by their educator, therefore it is important to advise your child's educator before leaving the school.

LOST & FOUND

There are 2 lost & found units found in each exit to the school yard. There is also a 3rd one found down in the daycare in the basement of the school. Please check it regularly for your child's belongings. All

items left will be donated to charities at the following times during the year: Christmas Break, the day after Portfolio Night & Year-End. Items that are labeled with the student's name make it easier for student's to have their items returned to them. Please label.

DAYCARE ENTRANCE & SECURITY

The daycare entrance is located down Summerhill Ave. right before the turn- about, at the end of the road. There is a path that leads to the entrance. The first door is unlocked. The entrance is equipped with a security camera and speaker. You must ring the buzzer to the right of the second door. You must announce your identity and who you are picking up before being let in. Please avoid letting other parents in. All parents must announce themselves and be buzzed in individually for security reasons.

MORNING & AFTERSCHOOL CLASSROOM LOCATIONS

During the morning daycare program all students are asked to report to the daycare room on the basement level.

In the afterschool program, you will see displayed to the right of the second door entrance, a chart indicating your child's grade, daycare educator, and their location in the school. You must pick up your child at their designated location. After which you must exit the building. It is important to become familiar with your child's educator so you know where to pick them up. It is the parent's responsibility to pick up their child.