

# Rules and Regulations

## School Daycare and Lunch Program Services



School: St. John Fisher Sr. Daycare	
Address: 121 Summerhill ave.	
Telephone: (514) 695-9275	
Email: <a href="mailto:lsulano@lbpsb.qc.ca">lsulano@lbpsb.qc.ca</a>	Website: <a href="http://stjohnfisher.lbpsb.qc.ca">stjohnfisher.lbpsb.qc.ca</a>
Principal: Stephanie Héroult	Technician: Laura Sulano



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**Note for parents/guardians:**

The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for School Daycare and Lunch Programs Services. **A paper copy registration form must be completed for new LPBSP students at the school.** For all other elementary students, registration can be completed online in the Mozaik portal account (once you have re-registered for school), Completion of this registration indicates your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.



## CHAPTER 1

### DAYCARE PROGRAM: MISSION AND OPERATION

#### 1. MISSION

Our mission is to ensure the health and well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive and moral) through an activity-based program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project<sup>1</sup>. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, have their own interests, personality, and culture. We focus on children succeeding in a pleasant and respectful environment.

<sup>1</sup> [Regulation respecting childcare services provided at school](#)

## 2. PROGRAM ACTIVITIES AND OPERATING HOURS

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

Daycare educators implement planned programs based on individual school's philosophy and educational project. These programs include arts and craft, culture, science and technology, physical activity, relaxation & wellness and homework support.

Programs are planned before and after school as well as on pedagogical days.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age-appropriate group.



### OPERATING HOURS

- 7h00 – Opening
- 9h05 – Classes begin
- 12h25 – Lunch period
- 13h15 – End of lunch
- 15h35 – Classes end, Daycare Program starts
- 18h00 Daycare services end

## 3. RULES OF CONDUCT

To offer continuity between the classroom and the Daycare and Lunch program services, the school rules of conduct and safety measures are applied, including during any outing outside the daycare premises. These rules are in your child's agenda or on the school website. Your collaboration is essential in order to allow complementary collaboration between the school and family. This document also specifies the Daycare rules of operation and the special rules of conduct and behavior applicable.

A student can be suspended from the Daycare or Lunch program, if the student contravenes the Safe and Caring Schools Policy<sup>2</sup>, fails to comply with the school rules of conduct and safety measures or commits acts of violence or bullying. A student can be expelled in serious or repeated cases.

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<sup>2</sup> [Safe and Caring Schools Policy](#)

## CHAPTER 2



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### DAYCARE & LUNCH PROGRAM: ADMINISTRATION

#### 1. USERS AND ADMINISTRATION

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar. Daycare services are offered every open day of the school year devoted to educational services.

Lunch programs are offered to all pre-k and elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

#### ADMINISTRATION

The school has a Daycare Technician who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact: **Laura Sulano at 514-695-9275 or [lsulano@lbpsb.qc.ca](mailto:lsulano@lbpsb.qc.ca)**

#### 2. REGISTRATION

*A paper copy registration form must be completed for Kindergarten(K4-K5) & any new LBPSB students at the school. For all other elementary students, registration can be completed online in the Mozaik portal account (once you have re-registered for school). The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the Daycare and Lunch Program. It must also include the name and contact information of an alternate emergency contact, as well as an alternate authorized pick-up person in addition to both parents.*

In order for your registration to be valid, **your account must be in good standing.** Families with outstanding balances from the previous school year/ Lester B. Pearson schools will not be admitted to the Daycare Program until the balances owing have been paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board's legal department.

It is important to note, that a child(ren) in a shared custody arrangement can only have one status. When a child(ren) is in shared custody and has mixed attendance. For example, he/she comes to the Daycare Program on a regular basis with one parent and on alternative weeks with the other parent attends the Lunch Program. For funding purposes, the chil(dren) are considered to have a regular status. In this case, the other parent will not be entitled to the provincial tax receipt (relevé-24).

### **a) Attendance Change**

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school).* For safety reasons and in order to adhere to government ratios the Daycare has a **NO drop-in Daycare Service.**

### **b) Pedagogical Day Registration**

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected. Pedagogical Day registration forms must be handed in as per the directives.

### **b) Pedagogical Days Registration (continued)**

A Pedagogical Day registration form will be sent 2 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date.

**In order to attend a pedagogical day, your account must be in good standing.**

The cost for pedagogical day is:

- \$12/day supervision fee+ activity fee+ bus fee (if applicable)

All pedagogical day registration changes must be sent to the Technician in writing.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm



### 3. DAYCARE & LUNCH PROGRAM - Schedule & Hours of Service

#### DAYCARE SCHEDULE

Daycare is OPEN:

- First day of school, Tuesday, August 30th, 2022
- Daycare is available according to the school calendar including pedagogical days. (see schedule below).

<b>Class Days</b>	<b>Elementary</b>
Morning (before class)	7h to 9h05
Lunch	12h25-1h15
PM (after-school)	15h35 to 18h
<b>Pedagogical Days</b>	7h-18h

Daycare/Lunch Program is CLOSED:

- **Lunch Program is not available on pedagogical days.**
- Labor Day – September 5th, 2022
- Thanksgiving Day – October 10th, 2022
- **Support Staff/Teacher convention - October 14th, 2022**
- Christmas Break – December 26th, 2022, to January 6th, 2023, inclusive
- Spring Break – March 6th, 2023, to March 10th, 2023, inclusive
- **Professional Development – Monday, March 27<sup>th</sup>, 2023.**
- Easter Break – April 7th, 2023– April 11th, 2023 (**Good Friday, Monday & Tuesday**)
- National Patriot’s Day- May 22nd, 2023
- Unforeseen closure (snow day etc.) - Please check our website: <https://www.lbpsb.qc.ca/>
- During the summer

#### LUNCH PROGRAM SCHEDULE

OPEN:

- First day of school, Tuesday, August 30th, 2022
- Lunch Program is available according to the school calendar, **excluding pedagogical days.**



## 4. FEES

### a) Daycare and Lunch Program

The contract (registration form) is effective for the **2022-2023** school year.

- A user can terminate the contract at any time by sending two weeks' notice. Please use **change in reservation request form** (as per information in Chapter 2a - Attendance Change). This also includes extended leaves from the school. **Please advise the Daycare Technician directly to end your reservation (Daycare or Lunch Program) for the extended absence period.**
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare & Lunch fees will be billed as per student's registration form, regardless of attendance.**
- Absences deemed refundable are those for medical reasons and absences more than five (5) consecutive days with a medical note.
- Daycare & Lunch fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

### b) Daycare Fees<sup>3</sup> - school days

**Regular:** \$8.95 per day per regular student.

**DEFINITION:** A regular student is one who is registered and attending Daycare one (1) to five (5) days a week and a minimum of 2 or 3 periods (AM/Lunch/PM per day, partial or complete).

**Sporadic:** \$8.95 per day per sporadic student.

**DEFINITION:** A sporadic student is one who is registered and attending Daycare one (1) to five (5) days a week for only 1 period a day (AM or PM per day, partial or complete).

**Note:** You will be required to include a calendar if the child(dren) is/are in a shared custody arrangement or if your days change during the week. Please contact the Daycare Technician at your school.

**Periods:**

Morning (before class): \$6.45

Lunch \$2.50

PM (after class): \$6.45

**Maximum cost per day when registered at least 2 periods per day: \$8.95** -(Subject to change, based on annual budgetary rules for the 2023-202 school year).

<sup>3</sup>[MEQ - Service de garde](#)

### **b) Lunch fees**

The supervision contribution fee for lunch is \$2.50 per student registered in the Lunch Program. Lunch fees will be billed as per student's registration form, regardless of attendance.

### **c) Pedagogical Day Fees**

The cost is \$12.00 (subject to change) per day plus an activity fee, special materials and or busing (if applicable).

### **d) Bank Fees**

An amount of \$20.00 will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

### **e) Late Pick-Up Fees**

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building (not entry) Late fees are \$1/per late minute.

## **5. PAYMENTS**

### **a) Payment Methods**

A statement of account will be sent (by email) to all users at the beginning of each month. Daycare and Lunch Program Services fees can be paid by Internet, cheque and by cash exceptionally. You must pay upon receipt of the statement of account or by the 15<sup>th</sup> of each month.

**It is required to make one (1) payment per child (internet, cheque or cash).**

## INTERNET PAYMENT

**Online payment is a safe and preferred method & you can register anytime!**

1. Access the website of your financial institution.
2. Select payments & transfers - add payee.
3. In the **search box**, enter **COMM SCOL LESTER B PEARSON – DAYCARE OR S-GARDE / LESTER B PEARSON - DAYCARE OR S-GARDE**.
  - **ATTENTION:** Do not select Lester B Pearson- Effets scolaire - this payee is for school fees only.
4. You will be prompted to enter a 19-digit alphanumeric account number after the **SG**.
  - **ATTENTION:** A separate 19 digits alphanumeric number is assigned to the payer (father or mother). This number will appear on the statement of account, under the contact information of each person. Please make sure to select the correct one.
  - A separate **SG** 19 digits alphanumeric number will be assigned per child, per payer. As mentioned above, 1 payment per child, you will need to add another payee as indicated above. Tax receipts will be issued to the payer based on the reference number used. It is very important to verify that it matches the payer paying the invoice.
  - **Each reference number is specific to one school.** If your child changes schools, another reference number will be assigned to you. This includes from JR to SR school.

If you require any help making your internet payment, please contact customer service of your financial institution. Here are those who offer internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

## CHEQUES

The cheques must be made payable to the school. Please indicate the student's name on the back of the cheque.

## CASH

Receipts will be issued for cash payments. The receipt will be made out to the payer and this is proof of payment only.

## **(b) Late Payments**

No late payments will be tolerated. Failure in respecting the financial payment agreement, may terminate the service agreement. As a result, the student may be denied access to the Daycare Service, until payment is received, or payment arrangements are made with the Principal or Daycare Technician. Please note that unpaid amounts represent a debt owing to Lester B. Pearson School Board that remains unpaid even if there is a school change.

## **(c) Tax Receipts**

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services<sup>4</sup>). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; “I wish to withhold my social insurance number” is checked on the registration form.

The current year tax receipts are available in the Mozaik portal account. Please note, the payer must be the person with the Mozaik portal account.

DAYCARE/LUNCH SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Non-eligible
Lunch fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.95) and pedagogical fee)	Eligible	Eligible
Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

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<sup>4</sup> [MEQ-financement](#)

## 6. SECURITY

### a) Ratio

**Daycare:** As per government regulations and standards, the ratio is 1 educator per 20 students.

**Lunch Period:** As most of our schools do not have cafeteria's, the ratio is 1 per classroom.

### b) Absent Students

If your child is absent from school (daycare/lunch program and class), you must notify Ms. Laura at 514-695-9275 or [lsulano@lbspsb.qc.ca](mailto:lsulano@lbspsb.qc.ca)

### c) Last-Minute Changes

For safety and security of all students, daily changes to your child's daycare schedule must be made before 3:00 p.m.

### d) Drop-Off – Pick-Up - Daycare

For safety and security reasons, students must be accompanied into the daycare each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the registration form.

Written or email authorization is required for a student to leave the school premises by themselves or it must be identified when registering for Daycare in the Mozaik portal account.



### e) Lunchtime Dismissal

Written or email notification **to the Daycare office** is required for all lunchtime dismissals. Parents or legal guardians may be asked to present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premises alone during Lunchtime.

## **f) Emergency Measures**

If emergency measures are implemented, it might be necessary to relocate daycare/lunch program students.

The relocation center is:

### **1. St. John Fisher Church**

120 av. Summerhill

Pointe-Claire

### **2. St. John Fisher Jr. Campus**

87 av. Belmont

Pointe-Claire

### **3. St. Thomas High School**

111 av. Broadview

Pointe-Claire

## **7. HEALTH**

### **a) Nutrition**

The Lester B. Pearson School Board has a Food & Nutrition Policy, & Food Services & Nutrition, please review our website:

[Food & Nutrition Policy](#); [Food Services & Nutrition](#)



### **b) Allergies & Medication**

Please refer to our Policy on Safe & Caring Schools for more details, please review our website - Section: Distribution of Medication in Schools & Centers - pages 31 to 41.

[Safe and Caring Schools Policy](#)

### **c) Sick Students**

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

#### **d) Emergency**

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

### **8. COMMUNICATION**



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

### **9. DAYCARE AND LUNCH PROGRAM ORGANIZATION**

#### **a) Arrivals & Departures**

**Arrival** (7h00 to 8h40): parents go to the Daycare entrance. Students go to the assigned classroom. Arrival after 8:40 a.m. students can go directly into the school.

**Departure** (15h35 to 18h00): parents enter the Daycare entrance. The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings. Please note that the person in charge at the entrance will call children only after buses are gone at 3h45.

#### **b) Personal Belongings**

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

#### **c) Dress Code**

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

## **10. LEGAL BASIS**

The Quebec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Quebec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school Principal on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approves conduct and security rules; approves the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.11, a.14 (Regulation adopted under *the Education Act* (L.R.Q., c.1-13.3, a. 454.1)

## **11. INFORMATION ON DAYCARE PARENT USER COMMITTEE**

As per School Daycare Services information Document by the MEES under article 6.6. The Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below:

### **Daycare Parent User Committee:**

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a yearend report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

## **12. HOT LUNCHES**

Sandwich & Pizza lunches will be offered as an extra service from October to June at an additional cost. This is a non-profit service offered to parents. **This service is offered and organized by Ms. Laura at St. John Fisher Sr. Daycare.**

This fee is non-refundable if your child is absent on the day of the meal. However, if you cancel the complete order the remaining fees will be refunded. More information to be distributed at the end of September. Please notify the coordinator if your child will be absent on the day of a scheduled meal, to avoid waste.

## **13. EXTRA CURRICULAR ACTIVITIES**

A winter session of extracurricular activities may be offered during the lunch program at an additional cost. Activities such as ceramics, first-aid babysitting, mad science, art, cooking and more are some of the choices that can be available.

## **14. WEBSITE**

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