

Rules and Regulations

School Daycare and Lunch Program Services



School: St. Edmund	
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Telephone: (514) 780-8972	
Email: chamilton06@lbpsb.qc.ca	Website: stedmund.lbpsb.qc.ca
Principal: Melissa Hunter	Technician: (Cheryl) Lynn Hamilton



2022 - 2023



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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 registration form must be completed for Kindergarten(K4-K5) & 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 project¹. 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.

¹ [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.

Homework time: Grade 1-6

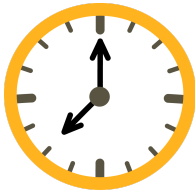
14:30-15:30 Attendance, snack, outdoors*

15:30-16:30 Homework, organized activities

16:30-17:00 Group free time

17:00-18:00 transition closer to daycare/gym for games and cleanup

****Schedule subject to change according to weather and extracurricular activities***



OPERATING HOURS

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

- 7h00 – Opening
- 8h00 – Classes begin
- 11h20 – Lunch period & 2nd recess K & Gr 1-6
- 12h30 – Back in class grades 1-6
- 14h12 - Kindergarten extra play time
- 14h30 – Classes end – go to Daycare for attendance, snacks, and outdoor play
- 15h30 – Organized activities and Homework period (grades 1 to 6)
- 17h00 – Transition closer to Daycare area
- 18h00 – Daycare services close

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 Policy², 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.

Please check school website for more information



CHAPTER 2

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 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: **Lynn Hamilton - chamilton06@lbpsb.qc.ca**

² [Safe and Caring Schools Policy](#)

2. REGISTRATION

A 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 child(dren) is 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 contact 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 deadline. Fees will be invoiced to your Statement of Account.

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

The minimum number of students to run a ped day is 15 and the maximum number of students depends on the number of staff available to work or could be restricted by the facility we visit.

Students registered in daycare are given priority for Ped day

-The cost for pedagogical day is:

• \$12/day (supervision fee + activity fee + bussing (if applicable) - subject to change

All pedagogical day registration changes must be sent to the Technician in writing. Only students who are registered by the deadline can attend the Ped day activity.

All students should be at school by 8:00am on field trip days and all in house activities begin by 9:00am.

Any registration to a Pedagogical day will be charged even if your child is absent that day.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm. HopHop App is available as of 14h45 -18h00

Please contact the daycare if your child is sick or cannot attend the Ped day

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).
- ***Kindergarten starting date: September 1st, 2022***

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Morning (before class)	7h00 to 7h50	7h to 7:50
Lunch	11h20-12h10	11h20-12h10
PM (after-school)	14h30 to 18h00	14h30 to 18h00
Pedagogical Days	7h00 to 18h00	

Daycare/Lunch Program is CLOSED on the following dates:

- **Hot Lunch services are 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/support staff - March 27, 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 SUPERVISION SCHEDULE

OPEN:

- First day of school, Tuesday, August 30th, 2022
- Lunch Program is available according to the school calendar, **excluding pedagogical days.**
- **Kindergarten starting date: September 1st, 2022**

Class Days:	Kindergarten:	Elementary:
Lunch	11:20 – 12:10	11:20 – 12:10



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 surgeries and absences more than five (5) consecutive days with a medical note.
- A detailed statement of account will be available monthly in the Mozaik portal account.
- 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 Fees³ - school days

Regular: \$8.95 **Definition** : A 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: **Definition** ; A student is one who is registered and attending Daycare one (1) to five (5) days a week for only one (1) period per day.(AM or PM per day, partial or complete).⁴

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): \$2.50

Lunch supervision: \$2.50

PM (after class): \$10.50

Registration for lunch supervision **only** (1 period, no daycare services) \$2.50

Maximum cost per day when registered at least 2 periods per day: \$8.95 -(Subject to change, based on annual budgetary rules for the 2022-2023 school year).

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 supervision (subject to change) per day plus an activity fee, special materials and or busing (if applicable).

d) Bank Fees

An amount of \$10.00 will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

³MEQ - Service de garde

⁴ Subject to change, based on annual budgetary rules for the 2022-2023 school year.

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)

5. PAYMENTS

a) Payment Methods

A statement of account will be sent (by email/Mozaïk portal) to all users at the beginning of each month. Daycare and Lunch Program Services fees can be paid by Internet, cheque, interac (**some schools**) and by cash exceptionally. You must pay upon receipt of the statement of account at the beginning of the month⁵.

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 digits 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**

⁵ Please note that the Daycare/Lunch Program Services can require parents to pay for the service at the start of each months, without contravening any applicable law: <https://www.legisquebec.gouv.qc.ca/en/document/cs/p-40.1>

the reference number used. It is very important to verify that it matches the payer paying the invoice. Please make sure to select the correct one.

- **Therefore, the 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 and file number 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 Pedagogical days and 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 services⁶). 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 Mozaïk portal account. Please note, the payer must be the person with the Mozaïk portal account.

⁶ [MEQ-financement](#)

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

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 size, supervised by an educator or student supervisor.

b) Absent Students

If your child is absent from school (daycare/lunch program and class), you must notify the **Front Office (514 697-7621)**

c) Last-Minute Changes

For safety and security of all students, daily changes to your child's daycare schedule will not be accepted.

Registered Daycare children are expected to report to their Educator for attendance. You may pick up your child from Daycare anytime once the busses have been released.

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 may 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.



Please check school's website for more information

e) Lunchtime Dismissal

Written or email notification **to the school office or 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:

St. Edmund Church
105 Beaconsfield Blvd.
(514) 695-7100
Hours 9:30AM – 1:30 PM

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](#)

- EpiPen's are located in the room near the school entrance, labeled with the child's name
- All staff (Daycare & Lunch) attend an EpiPen training given by the nurse
- All staff (Daycare & Lunch) are required to have CPR and first aid training

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 7h50): parents go to the Daycare entrance. An educator greets the children; quiet games are planned until the bell rings.

Departure (14h30 to 18h00): parents go to the Daycare pickup door (bus door). The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings. Some schools use the Hop-Hop App. The App is available from 14h45 – 18h00

Please note that the person in charge at the Pickup door will call children only after buses are released at 14h40. (***Please check the school website for more information***)

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.

Please have the children dressed appropriately for the weather and please send extra mittens/gloves for Daycare in the winter

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.II, a.I4(Regulation adopted under the *Education Act* (L.R.Q., c.1-13.3, a. 454.1)

11. INFORMATION ON DAYCARE PARENT USER COMMITTEE

Section 256 of I-13.3 - Education Act of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee⁷. 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 year-end report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

⁷ <https://www.legisquebec.gouv.qc.ca/fr/document/lc/i-13.3>