

# *DAYCARE MANUAL*

*2016-2017*



# **St. Patrick Elementary School**

*Michael Rabinovitch*

**Principal**

[mrabinovitch@lbsb.qc.ca](mailto:mrabinovitch@lbsb.qc.ca)

*Lorrie Pompeo*

**Administrative Assistant**

[lpompeo@lbsb.qc.ca](mailto:lpompeo@lbsb.qc.ca)

*Mary Vassilakis*

**Daycare Technician**

[mvassilakis@lbsb.qc.ca](mailto:mvassilakis@lbsb.qc.ca)

*t: 514-453-2161*

**261 Shamrock Street  
Pincourt, QC, J7W 3W5**

***t: 514-453-6351***

***f: 514-687-5556***

[stpatrick.lbsb.qc.ca](http://stpatrick.lbsb.qc.ca)

# **Daycare**

## **Philosophy:**

The philosophy of the St. Patrick Elementary School Daycare Program is to provide a complementary program of child centered activities through the leadership of the educators, the support of the parents and the cooperation of the children. Our aim is to develop and maintain a positive and caring environment.

Our prime concern is the well-being and safety of every child. We promote a comfortable and family centered atmosphere. A rich learning environment with much to explore and discover, is combined with a program to further the development of the whole child.

## **Program:**

We offer age appropriate educational activities that meet the child's needs. These include but are not limited to arts and crafts, science, computers, dramatic play, music and cooking. Our monthly program is theme-based. We sometimes invite outside specialists to enrich the program.

A quiet time is set aside each day in the daycare to allow children from grades 1 through 6 the opportunity to do their homework. The educator is available to encourage and to assist but homework is the responsibility of the individual child. Parents are expected to ensure that their child has completed their unfinished homework at home.

## **Communication:**

Please check our school website for the various happenings in the daycare. There is a Daycare page on the school website. Parents are requested to communicate any pertinent information concerning their child to the daycare technician via email, written notes or by phone.

## **Daycare Parent User Committee:**

Parents who use the daycare service are entitled to be part of a Daycare Parent User Committee. Being part of a Daycare Parent User Committee will give parents the opportunity to be involved in the daily lives of their children. This committee is formed by the governing board when a minimum of three parents, who use the daycare service, request it. The committee is:

- a) Chaired by the Daycare Technician.
- b) An advisory role.
- c) Provides a forum for consultations and feedback.
- d) Transmits suggestions and recommendations to the principal or the governing board.
- e) A liaison for all parents who use the daycare service.
- f) Focuses on the quality of daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the daycare.
- g) May contribute to the development of innovative projects.
- h) 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.

## **Staff:**

Our educators have been selected for their experience, maturity and sensitivity to the needs of children and they will be working closely with the school teaching staff. Confidentiality is always respected between the educators and parents. Please feel free to communicate with the staff about any matter relating to the program or relating to your child.

## Hours of Operation:

The daycare program operates on school days from August 31<sup>st</sup>, 2016 through June 23<sup>rd</sup>, 2017; we offer an early morning program that operates from 6:45am to 7:50am and an afternoon program from 2:20pm to 6:00pm. Please make note that kindergarteners will only begin daycare service as of September 2<sup>nd</sup>, 2016.

## Fees:

**Afterschool: \$8.10 per day.**

**Professional Days: \$10.00 per day.** On PD days when children register for outings or special activities there is an \$10.00/day supervision charge **plus** a fee for the activity and/or bus. There will be no refunds after the registration deadline. We may not be open for all the PD days.

*Parents must register a child for **a minimum of 3 days a week**. Any parents using daycare for 3 or 4 days a week must inform the Daycare Technician which days they will be choosing and will not be allowed to change these days unless two weeks notice is given.*

## Late Pick-up at the End of the Day:

Late fees will be applied at a rate of **\$15.00 from 6:01 – 6:15pm** (\$1.00/minute until 6:15pm) after which, the late fee will be charged at a rate of **\$5.00 per minute**. A late fee invoice will be given directly to the parent that same day and all late fees must be addressed by the parents immediately. Children are not permitted to leave the school building after 6:00pm to wait unsupervised for parents.

Following two 'late' pick-ups, your child's daycare service will end at 5:45pm daily. More than three 'lates' during a school year may result in your child's withdrawal from the daycare program. Late fees will be applied upon the time the parent and child leave the building.

## Payment of Fees:

As of September 2014, Daycare and Lunch Fees may be paid by: internet payments or ten (10) post-dated cheques **dated the first of each month**. If the above mentioned methods of payment cannot be used, we will accept cash and will write a receipt on the spot.

\* Any student whose fees are not up to date will be asked to withdraw from daycare.

N.S.F. cheques must be replaced immediately, plus a \$20 fee to cover bank charges or the children will lose their place(s) in the program. Parents must give two weeks notice in writing if they wish to withdraw their child from the Daycare. Parents will be charged \$20 for each additional change after the 1<sup>st</sup> change made to a child's Daycare schedule.

**Income tax receipts will be issued for the year in which the fees are paid and only in the name of the payee.**

## Absenteeism:

In case of absenteeism, it is **imperative** that Mary Vassilakis, the Daycare Technician, be notified (Tel: 514-453-2161) or email [mvassilakis@lbpsb.qc.ca](mailto:mvassilakis@lbpsb.qc.ca). We require a written note for our student files for absences.

## **Arrival and Dismissal:**

Attendance will be taken upon arrival and dismissal. Parents must drop-off and pick-up their children from the side entrance on Bayview Street. All pick-ups must be made by 6:00pm sharp from the daycare. ***Children will not be sent to meet cars parked outside, all parents must come to the daycare entrance.***

If a child is to be picked up by a person not listed or authorized on the registration form, the parents must notify the staff by phone or in writing. That person will be requested to show personal identification upon pick-up.

## **No child will be allowed to leave with anyone other than parents or authorized persons.**

Daycare always uses the door at the side entrance next to the staff parking lot. Please be certain that **the door always locks** behind you when you enter or leave the daycare. We do not want to allow strangers to gain entrance into our daycare. Please do not hold the door open for someone you do not personally know.

Children who are registered for the daycare program must be picked up after school at the daycare. We do not allow children to take the bus at the request of a parent/guardian. Only students registered on a school bus through the LBPSB transportation department are entitled to ride on a school bus.

## **Snacks:**

Snacks are not provided by the daycare. However, parents are encouraged to provide their children with healthy snacks. Snacks must also follow our allergy-awareness policies in place.

## **Medication:**

In order to administer medication to a child, the educators require written parental authorization. All medication should be in the original container, which is labeled with the child's name, doctor's name, the pharmacy and the dosage. This medication will be kept in a locked cupboard or refrigerator. **The educators can administer only prescribed medication.**

## **Clothing:**

The children are encouraged to participate in all learning experiences - this includes painting, special projects involving messy media, outdoor play, etc. Please dress your child in comfortable, washable clothing and shoes that won't slip. Children are required to wear running shoes when they are in the gym. Please have your child bring the appropriate outerwear for outdoors during the cold and wet weather.

Please ensure that all clothing is clearly labeled. During the course of the year, your child may require extra clothing to change into (ex: outdoor play in the winter - extra socks mittens, etc.). **The educators are not responsible for lost articles.**

## **Toys:**

We ask all of our parents to discourage their children from bringing toys to the daycare. If an item is brought to the daycare from home, we cannot be responsible if it is lost. No guns, war toys or other toys of destruction are permitted. We also request that no electronic items are brought to school.

## **Behaviour Management:**

Behaviour management is conducted in an age-appropriate and positive manner. Our daycare philosophy is based on stressing the positive aspect of a child's development both social and emotional. The expectations and rules for the children will be clearly stated and consistently applied by the educators. **Parents should remind their children that physically aggressive or verbally abusive behaviour will not be tolerated.** Discipline problems will be handled on an individual basis. Parental involvement and cooperation will be expected.

**Fighting and foul language will not be tolerated.** Daycare services are a privilege and repeated misbehaviour and failure to comply with the rules will result in the student being asked to leave daycare.

### ***Please discuss the following rules with your child:***

1. Children attending extra-curricular activities after school should report to the daycare staff before going to these activities.
2. Children must bring all books, homework from their classroom to daycare.
3. Children must ask permission to leave an area (going to the washroom) the room and report back to the staff upon return.
4. Children must follow directions for learning centers and games.
5. Children must remain seated during snack time.
6. Children must pick up and put away any materials, toys and books that they have used.
7. Children must respect other people's projects and quiet time.
8. Children must learn to share, cooperate and help others.
9. No guns, war toys or other toys of destruction are permitted in the daycare.
10. No playing with sticks (i.e. broken branches) or picking up rocks.
11. Chalk may be used on asphalt but not on cement or bricks of the buildings.

Should you have any questions please do not hesitate to contact **Mary Vassilakis** at (514) 453-2161. In an emergency, please call the St. Patrick Elementary School office at (514) 453-6351.

# Code of Conduct

## ***Discipline with Dignity***

***“Discipline is a noun, something all children should possess. Discipline is not a verb, something we do to children.”*** *Maria Montessori*

**At St. Patrick Elementary School**, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

**At St. Patrick Elementary School**, we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

## **Unacceptable Behaviours:**

Unacceptable behaviours are those that interfere with the safety and well-being of ALL staff and students, in school, during any school sponsored event or field trip, on the bus or in social media: they include all aspects of bullying.

**Physical Aggression:** Pushing, grabbing, hitting, pinching, spitting, tripping, etc.

**Social Alienation:** Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

**Verbal Aggression:** Mocking, put downs, swearing at others, etc.

**Intimidation:** Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

**Sexual Harassment:** Remarks, gestures, or actions of a sexual nature.

**Cyber Bullying:** Using the Internet to bully another student by means of email, chat rooms, etc.

## **Bullying is defined as:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared and/or angry.
- Law 19 amended the Education Act to state that Bullying is defined as:  
“A repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, and injures, hurts, oppresses, intimidates or ostracizes.”

(<http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=5&file=2012C19A.PDF>, paragraph 2.1.1; downloaded Nov. 12, 2012)

## **Minor Infractions:**

- Name calling
- Ignoring the bell
- Leaving school boundaries
- Neglecting to show appropriate hallway/assembly behaviour
- Displaying disrespectful behaviour
- Late for school/class

- Littering
- Throwing objects
- Inappropriate dress
- Not signing out
- Eating in hallways
- Wearing headgear in school
- Going to parking lot at break

**Consequences:**

- Virtues worksheet
- Verbal reminder
- Student removed from situation
- Recess or noon hour detention
- Child phones home and explains
- Community service (yard clean up)
- Note in agenda
- Parent called

**Caring Behaviours:**

- Walkout (virtues activity)
- Note of apology/spoken apology
- Written reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Community service
- Project

**Major Infractions:**

- Fighting
- Bullying
- Smoking
- Alcohol or drug use
- Vandalism
- Theft/Extortion
- Swearing
- Repetitive minor infractions (3/month)
- Disrespectful behaviour
- Bus report
- Threats
- Anything that compromises the safety of others and self

**Consequences:**

- Administrative involvement
- Parents informed by phone, email or letter
- Service project

- Walkout (virtues activity)
- Virtues worksheet
- Detentions at recess, noon or after school
- Loss of privileges
- In-school suspension
- Out of school suspension
- Child phones home
- Documentation in cumulative file
- Police involvement

**Caring Behaviours:** Same list as minor infractions

### **No-nonsense Procedure:**

**STEP 1:** The individual caught bullying sits down with the “**adults in charge**” (teacher, administrator, supervisor) to talk about the incident and review the **discipline** policy. Consequence and caring **behaviour** are determined and homeroom teacher is advised. Incident is documented.

**STEP 2:** Bully, “**adult in charge**” and homeroom teacher sit down and discuss incident and review discipline policy again. Consequence and caring **behaviour** are determined. Parents are contacted and informed of the **behaviour** and the consequence. Both student and parents are made aware of the next step. Incident is documented.

**STEP 3:** Student, teacher, administration and parents meet and discuss consequences and caring behaviour. Parents, teacher and administration are involved in the follow-up and the final warning is issued. (Police are included if **behaviour** is severe and charges can be laid). Incident is documented.

**STEP 4:** Student is removed from the school.

*St. Patrick's Elementary, November 26, 2012*



## Technology – Digital Rights and Responsibilities

### Acceptable Use:

Users must accept the Digital Rights and Responsibilities of Use as stipulated in Addendum B on the Technology Permission Form (distributed during the first week of school in the IMPORTANT SCHOOL FORMS package). The administration may revoke or suspend specific user access should a user not comply. The Technology Permission Form will be kept on file.

At St. Patrick Elementary, the following rules have been developed in order to ensure student and adult safety and security while using the Internet.

- I will not give out any form of personal information such as my name, address, telephone number the same for any classmates, or the location of the school without permission from my teacher or parents.
- I will never send anyone a picture of myself or a message without my teacher's permission.
- I understand that I may only visit sites that have been approved by my teacher. If I should encounter any information or visual representation that makes me uncomfortable I will tell my teacher immediately.

### Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

#### I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet
- report any action interfering with a safe learning environment to the appropriate authority

#### I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

I have discussed these rules with my parents and have their permission to use the Internet and all of the technological devices at St. Patrick Elementary School.