



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson



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*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 Daycare and Lunch Programs. A signed registration form for each student 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 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. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, according to their interest, personality, culture and origin; we focus on children succeeding in a pleasant and respectful environment.

### 2. OPERATING HOURS



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

- 6:45 – Opening
- 7:50 – Classes begin
- 11:45 – Lunch period
- 12:45 – Back in class
- 2:20 – Classes end – go to Daycare room, eat snacks and play outside
- 3:00 – Supervised activities (3 days/week)
- 4:45 – Homework period (grades 2 to 6)
- 5:00 – Groups go to the gymnasium and computer lab
- 6:00 – Daycare services close

### 3. PROGRAM ACTIVITIES

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

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.

*Homework support will be offered for grades 2-6 Monday through Thursday from 4:45 until 5:15 PM.*





## CHAPTER 2

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### DAYCARE PROGRAM: ADMINISTRATION

#### 1. USERS

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.

#### 2. REGISTRATION

A registration form must be completed every year and include accurate addresses, telephone numbers, e-mail addresses, and be signed and dated (reverse side) for each student attending the Daycare and Lunch Program. The registration form must 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 complete, your account must be in good standing. Families with outstanding balances from the previous year or previous Lester B. Pearson schools will not be admitted to the Daycare Program until such time as the balance is paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board.

##### a) Attendance Change

Two weeks written or email notification to the Daycare office must be provided for any change in your child's registration. These changes include starting or leaving the Daycare and Lunch Program as well as any change to the days your child attends either program. *A maximum of 1 change per month and 3 changes per year will be accepted.* For safety reasons and in order to adhere to government ratios the Daycare has **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 by a parent to a daycare educator at the door either dropping off your child or when picking them up. **Registrations will not be accepted from classroom teachers, the secretary or the child.**



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

A Pedagogical Day registration form will be sent 1 or 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:

- \$10/day (supervision fee) + activity fee (if applicable)

All pedagogical day registration changes must be sent to the Technician in writing. One week notification is required for a refund.

Our daycare hours on pedagogical days are: 6:45am to 6:00pm

**3. DAYCARE PROGRAM SCHEDULE**

Daycare is OPEN:

First day of school, Wednesday, August 30<sup>th</sup>, 2017

Daycare is available according to the school calendar including pedagogical days. (see schedule below).

**Kindergarten starting date: September 1<sup>st</sup>, 2017**

Daycare is CLOSED:

Labor Day – September 4<sup>th</sup>, 2017

Thanksgiving Day – October 9<sup>th</sup>, 2017

Convention – November 24<sup>th</sup>, 2017

Christmas Break – December 23<sup>rd</sup>, 2017 to January 8<sup>th</sup>, 2018 inclusive

Spring Break – March 5<sup>th</sup>, 2018 to March 9<sup>th</sup>, 2018 inclusive

Easter Break – Mar. 30<sup>th</sup>, 2018 - Apr. 3<sup>rd</sup>, 2018 (Friday, Monday & Tuesday)

Unforeseen closure (snow day etc.)

During the summer

<b><u>Class Days</u></b>	<b><u>Kindergarten</u></b>	<b><u>Elementary</u></b>
Morning (before class)	6:45 am to 7:50 am	6:45 am to 7:50 am
Lunch	11:45 am to 12:45 pm Or 11:15 am to 12:45 pm (Mondays, Wednesdays & Fridays)	11:45 am to 12:45 pm
PM (after-school)	2:20 pm to 6pm	2:20 pm to 6pm
<b>Pedagogical Days</b>	6:45am to 6pm	



## 4. FEES

### a) Daycare Fees

Regular: \$8.20 per day<sup>1</sup>/per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

<sup>1</sup> Fees are subject to change during the school year, depending on the MEES decisions

A period being:

- 1 Morning
- 2 Lunch
- 3 After school

Sporadic: a student attending the daycare program on a regular schedule, one or two days per week.

\*\*You **may be** required to include a calendar if not attending on a regular schedule.

#### **Sporadic Fees:**

Morning (before class):	\$ 8.20
Lunch	\$ 1.85
PM:	\$ 8.20
<b>Maximum cost per day:</b>	<b>\$10.00</b>

Daycare fees differ per month, as they are based on the school calendar. A detailed statement of account will be sent monthly. Daycare fees will be billed as per student's registration form, regardless of attendance. A schedule fee outline will be given at the beginning of the year. No refunds for school closures.

### b) Pedagogical Day Fees

The cost is \$10.00 per day plus an activity fee, special materials and or busing (if applicable).

### c) 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.

### d) Late Pick-Up Fees

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbour, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. Following **2 (two) "late" pick-ups**, your child's daycare service will end at 5:45 pm daily. 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 will be applied at a rate of **\$15.00 from 6:01 pm - 6:15 pm**, after which, the late fee will be charged at a rate of **\$5.00 per minute**.



## 5. PAYMENTS

### a) Payment Methods

Daycare services fees can be paid by Internet, cheque, interac and by cash exceptionally. You must pay upon receipt when you get your statement of account at the beginning of the month.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month. Paper copy of statement of account upon request.

### ONLINE PAYMENT

**Online payment is safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number is comprised of **19** numeric and alphanumeric characters and starts with **SG**.

**The reference number is specific to one daycare/school..** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending daycare, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of a same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE:** Below is the list of financial institutions that will access Internet payments:

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

## CHEQUES

The cheques should be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR or SR school, then one cheque per school is required.



## CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

### (b) Late Payments

Unpaid balances will not be tolerated. If the payment schedule is not respected, the service may be suspended until payment or arrangements are made. Please note that unpaid amounts represent a debt owing to the 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 on school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless box indicating; I wish to withhold my social insurance number is checked on the registration form.

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.15 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

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

### b) Absent Students

If your child is absent from school (daycare program and class), you must notify Jodi Esterson, the **Daycare Technician no later than 12:00 pm @ (514-453-2161) or by e-mail: [jesterson@lbpsb.qc.ca](mailto:jesterson@lbpsb.qc.ca)**

### c) Last-Minute Changes

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

### d) Drop-Off – Pick-Up

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 registration form.

Written or email authorization is required for a student to leave school premises by themselves.



### e) Emergency Measures

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

The relocation center is:

**1st Location: St. Patrick of the Island Church - 278 Shamrock Drive, Pincourt - 514-453-2492.**

**2nd Location: Edgewater School - 220 Cardinal Leger Blvd. Pincourt - 514-453-4534**

## 7. HEALTH

### a) Nutrition

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

[Food & Nutrition Policy](#)



### b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website:

[Policy on Safe & Caring Schools](#)

***In order to administer medication to a child, the educators require written parental authorization. All medication should be in the original container, which is labelled 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.***

### c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or use the emergency names and numbers listed on your registration form. 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 use the emergency names and numbers listed on your registration form.

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.

Please contact: **Jodi Esterson** for any inquiries or email: [jesterson@lbsb.qc.ca](mailto:jesterson@lbsb.qc.ca)

## 9. DAYCARE PROGRAM ORGANIZATION

### a) Arrivals & Departures

**Arrival** (6:45 AM to 7:50 AM): parents come to the Daycare entrance. An educator greets the children; quiet games are allowed until the bell rings.

**Departure** (2:40 PM to 6:00 PM): parents come to the Daycare entrance. The child is called on a walkie-talkie. He/she comes 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 2:40 PM.

### b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for the 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 send appropriate clothing for all weather conditions. Children who are in daycare should have a pair of daycare shoes that will always remain in daycare.**

## 10. RULES OF CONDUCT

The Daycare program adheres to the school rule of conduct. These rules are in your child's agenda and also on our website: [St-Patrick Rules of Conduct](#)

## 11. LEGAL BASIS

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 director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve 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)

## 12. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. the Daycare parents 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 requests of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Is an advisory role.
- Provides a forum for consultations 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 Daycare program and may make recommendations in 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.

## CHAPTER 3

### LUNCH PROGRAM: ADMINISTRATION



#### 1. ADMINISTRATION

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

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: ***Jodi Esterson (514-453-2161) for any inquiries or email: [jesterson@lbsb.qc.ca](mailto:jesterson@lbsb.qc.ca)***

#### 2. USERS

Lunch program is 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.

#### 3. REGISTRATION

A registration form must be completed every year for each individual student attending the lunch program, indicating the days the student will attend.

##### a) Attendance Change

If the student's registration changes, you must inform the Daycare Technician in writing or by email. Registration may be changed with two weeks written notification.

***Please contact: Jodi Esterson - 514-453-2161 or by email: [jesterson@lbsb.qc.ca](mailto:jesterson@lbsb.qc.ca)***

#### 4. LUNCH PROGRAM SCHEDULE

OPEN:

First day of school, Wednesday, August 30th, 2017

Lunch program is available according to the school calendar (**EXCLUDING Pedagogical Days**).

**Kindergarten starting date: August 30, 2017, following a staggered entry.**

CLOSED:

Labor Day – September 4th, 2017

Thanksgiving Day – October 9th, 2017

Convention – November 24th, 2017

Christmas Break – December 23rd, 2017 to January 8th, 2018 inclusive

Spring Break – March 5th, 2018 to March 9th, 2018 inclusive

Easter Break – March 30th, 2018 – April 3rd, 2018 (Good Friday, Monday and Tuesday)

Unforeseen closure (snow day etc.)

During the summer

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Lunch	11:45 am to 12:45 pm Or 11:15 am to 12:45 pm (Mondays, Wednesdays & Fridays)	11:45.am to 12:45 pm

#### 5. FEES

##### a) Supervision Fees:

The daily rate is \$1.85 per day.

Lunch fees differ per month, as they are based on the school calendar.

A detailed statement of account will be sent monthly.

Lunch fees will be billed as per student's registration form, regardless of attendance.

A schedule fee outline will be given at the beginning of the year.

No refunds for school closures.



##### b) 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.

## 6. PAYMENTS

### a) Payment Methods

Lunch Program fees can be paid by Internet, cheque, interac and by cash exceptionally. You must pay upon receipt when you get your statement of account at the beginning of the month.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month.

### CHEQUES

The cheques should be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR or SR school, then one cheque per school is required.

### CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

### ONLINE PAYMENT

**Online payment is safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number is comprised of 19 numeric and alphanumeric characters and starts with **SG**.

**The reference number is specific to one school.** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending lunch program,, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of a same family.

When making your first online payment, you will have to perform the "add payee" operation. In the **search box**, enter "**Lester B or Pearson**" & it will list:

**COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE:**

Below is the list of financial institutions that will access Internet payment.



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

## b) Late Payment

Unpaid balances will not be tolerated. Should the payment schedule not be respected, the account (s) will then be handed over to the Lester B Pearson School Board for collection purposes. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board 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 on school daycare services). The receipt will be issued to the payer. The SIN is mandatory for every payer. The social insurance number is mandatory for every payer, unless box indicating; I wish to withhold my social insurance number is checked on the registration form.

LUNCH PROGRAM	FEDERAL	PROVINCIAL
Lunch program fees	Eligible	Eligible
NSF cheques fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

## 7. SECURITY

### a) Ratio

The Lester B. Pearson School Board maintains lower student/supervisor ratio and is well below the Government standards.

### b) Absent Students

If your child is absent from school (daycare program and class), you must notify Jodi Esterson, the **Daycare Technician no later than 12:00 pm @ (514-453-2161) or by e-mail: [jesterson@lbsb.qc.ca](mailto:jesterson@lbsb.qc.ca)**

### **c) Last-Minute Changes**

For safety and security reasons, please notify the secretary prior to the lunchtime period.

### **d) Lunchtime Dismissal**

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parent or legal guardian must 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 premise alone during the Lunchtime.

### **e) Emergency Measures**

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

The relocation center is:

***1st Location: St. Patrick of the Island Church - 278 Shamrock Drive, Pincourt - 514-453-2492.***

***2nd Location: Edgewater School - 220 Cardinal Leger Blvd. Pincourt - 514-453-4534***

## **8. HEALTH**

### **a) Nutrition**

The Lester B. Pearson School Board promotes nutritious and healthy habits for our students. Please consider this when packing your students lunch.

We have numerous students with severe peanuts/nuts allergies in our school. We ask that you are diligent regarding this matter.

Please review the Food and Nutrition Policy: [Food & Nutrition Policy](#)

## b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, website:

[Policy on Safe & Caring Schools](#)

***In order to administer medication to a child, the educators require written parental authorization. All medication should be in the original container, which is labelled 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.***

## c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or use the emergency names and numbers listed on your registration form. 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 use the emergency names and numbers listed on your registration form.

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



## 9. 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.

Please contact: **Jodi Esterson (514-453-2161) for any inquiries or email:**  
[jesterson@lbsb.qc.ca](mailto:jesterson@lbsb.qc.ca)



## 10. LUNCH PROGRAM ORGANIZATION

### a) Attendance

<p><i>Students are supervised by individual lunch hour educators at the ratio of one per class. Students eat in our new cafeteria or in individual classrooms and are always able to participate in our Caf-Mobile hot lunch program at an additional cost.</i></p>	
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### b) Personal Belongings

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

<p><b>Please send appropriate clothing for all weather conditions.</b></p>
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## 11. RULES OF CONDUCT

The Lunch program adheres to the school rule of conduct. These rules are in your child's agenda and also on our website: [St-Patrick Rules of Conduct](#)



# St. Patrick Elementary School