

# TERRY FOX SCHOOL DAYCARE

## RULES AND REGULATIONS POLICY 2015-2016

### PHILOSOPHY:

The Terry Fox Daycare and Lunch program promotes a comfortable and child-centered environment combined with a positive approach to further the development of the whole child. Our main concern is the safety and well-being of the child. Our goal is for students to feel that they are part of the Terry Fox caring community by showing respect for others, themselves, and their environment.

## Daycare Program

The Terry Fox Daycare has a Daycare Technician responsible for the day-to-day operation of both Daycare and Lunch Programs. The technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs.

After School daycare also includes a homework period as per MELS Government requirements. Our Daycare program activities revolve around a number of different themes, which are planned and implemented by our Educators and they include quiet activities, arts and crafts, computers, gym time, cooking, outdoor play, special projects and outings.

The Daycare telephone number is: (514) 626-6253 option#2.

### HOURS:

Our hours are:           7H00 – 8h55    before school  
                                  12H25 – 01h30 lunch  
                                  15h35 – 18h00 after school

Please note that children will not be released to persons other than parents, without written authorization signed and dated by the parent. Any change to your daycare schedule **MUST** be submitted in writing to the teacher and the daycare technician. Should there be a last minute change that needs to be made on the same day, please phone the main office or the daycare office before 2:00 p.m. to leave a message. **Do not** send any e-mails as we may not see them in time to inform your child. Unfortunately, no exceptions will be made. For safety reasons and in order to adhere to government ratios Terry fox has ***NO DROP-IN DAYCARE SERVICE – ONLY CHILDREN REGISTERED IN THE DAYCARE MAY ATTEND DAYCARE.***

### DAYCARE FEES:

In order for your child to be eligible for the subsidized \$7.30 per day daycare program your child ***must be registered and attending the Daycare Program by September 30<sup>th</sup>, 2015 for a minimum of 3 days/week, 2 periods each day.*** (Either morning daycare and lunch or lunch and afternoon daycare).

Official registration forms must be completed, **signed and dated** (reverse side) for each student attending either the Daycare Program or the Lunch Program.

If your child is registered as a ***Sporadic***, (which is 1-2 days/week) the fee is also \$7.30/day.

## PEDAGOGICAL DAYS:

Hours: 7H30 – 17H30

Parents must register their child/children for each Ped Day. Registration forms will be sent home and must be filled out and returned by the specified registration date with a cheque made out to Terry Fox School Daycare

### For Non Daycare Users:

*\*Once the regular registration period is over, we may be able to offer a limited number of spaces to families who are not daycare users. If interested, please e-mail [cbruno@lbpsb.qc.ca](mailto:cbruno@lbpsb.qc.ca) in order to be placed on a waiting list.*

***All Ped Day registration forms must be handed to a daycare staff member either in the morning or after school.***

***Registrations will not be accepted after the specified registration date.***

***The cost of a Ped Day is \$10.00 per day (for 10 hours service as per government regulations) plus any activity fee, special materials, and /or bussing.***

***NSF Charges are \$15.00. Please note there is a \$1.00 a minute charge for late pickups. More than 3 late pickups may result in your child being removed from the program.***

## PAYMENT SCHEDULE:

The daily daycare fee, of \$8.00 per day, is charged by the number of days per month daycare service is available.

MONTH	5 DAYS/WEEK
September	<b>KINDERGARTEN</b> \$144.00 (for September only)
September	\$160.00
October	\$152.00
November	\$152.00
December	\$112.00
January	\$152.00
February	\$152.00
March	\$128.00
April	\$160.00
May	\$152.00
June	Adjustments

# LUNCH PROGRAM

The lunch period at Terry Fox School is from 12h25 p.m. to 01h30p.m.

## LUNCH PROGRAM FEES:

5 days/week = \$35.00/month for the first child and \$27.50 for each additional child

3 days/week = \$21.00/month for the first child and \$11.00 for each additional child.

## FOOD AND SNACKS:

Terry Fox School and Lunch Program promote nutritious and healthy eating habits for our students. Junk food such as carbonated drinks, energy drinks, candy, chips, chocolate bars or gum are not permitted.

We also have children with severe peanut/nut allergies in the school. So please ensure that all lunches and snacks that you provide your children are **NUT FREE** and that your children do not share their food with other children as this is not permitted for anyone.

Hot Meals from Chartwells are available at an extra charge – menus are sent home monthly.

# SAFETY AND SECURITY

Children must be accompanied into the Daycare each morning by a parent or guardian, regardless of grade/age of your child, the weather or schedules. The educator at the door will mark the time of arrival and departure.

Parents need to sign the attendance sheet every week on the last day they pick up their child from daycare or on the following Monday.

Children must be picked up by their parent or guardian or by someone specified on the registration form. If someone other than those indicated on the registration, is to pick up your child, the Technician, must be advised in writing. An educator will greet the parent at the door and call for your child. Parents/and or children are not permitted to wander the halls or enter the classrooms after regular school hours.

Students are not permitted to return to their classroom or go upstairs after the bell has rung and they have reported to the after school daycare program. Forgotten items may be retrieved the following day.

## STUDENT EXPECTATIONS:

The daycare program is an extension of the school day and the same standards of behaviour are expected during our daycare and lunch periods (respect, courtesy, good sportsmanship, good manners, appropriate language, respect of school property and the personal property of others).

Consequences for inappropriate behavior may include:

- Verbal Warning
- Withdrawal of Privileges
- Parents Contacted
- Written Warning
- Suspension or Expulsion From the Daycare Program

## HOMEWORK:

We offer a supervised homework period in the after school program for grades 1 to 6. Children are expected to do homework for a minimum of 30 minutes each day, as per government regulations. The educator is available to encourage and assist with homework, but homework is the responsibility of each child. Parents are expected to ensure that their child has completed his/her homework.

**Toys or electronics from home are not permitted in the daycare – same on Ped Days.**

## ABSENCES:

If your child is absent remember to call the **absence line (514)626-6253 option #3**. Should your child become ill during the day, we will contact the parent as soon as possible or if necessary use the emergency names and numbers listed on your registration form. Parents are required to make arrangements to have their child picked up as soon as possible.

Outdoor play is part of our program; therefore, your child should be dressed appropriately for the weather: i.e. snow pants/hats/mitts in winter and sun hats in the fall and spring. Please note that if your child is well enough to come to school then he/she is well enough to go outside.

A doctor's note is necessary if your child cannot go outside for a period of time.