



**EARDLEY
ELEMENTARY
SCHOOL**

**DAYCARE
INFORMATION BOOKLET
2018-2019**

**180 North Street
Gatineau, Quebec
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Daycare Information

The Eardley School Daycare offers services to the school community before school hours (beginning 7:00 am), during lunch and after school until 6:00 pm. We also hold programs on Professional Development Days (open at 7am and close at 5pm).

Our aim is to provide a safe, stimulating and caring service for Eardley students who require care outside of regular school hours. Our program includes homework club, physical fitness, cultural and art experiences and ample opportunities to socialise.

Please read the following booklet carefully and familiarize yourself with the rules and regulations of the Daycare. Also take some time to go over the behaviour expectations with your child or children. This booklet is a handy resource to help you and your child get the most out of the program.

1. Hours of operation

Eardley School Daycare	
Morning service	7:00- 8:00 am
Lunch supervision	11:15-12:15 am
After school program	2:35- 6:00 pm
PD Days	7:00 am-5:00 pm

Daycare service will begin on, **August 28th, 2018** (first day of classes) and run **until June 22, 2019** (last day of classes).

Morning Service

Morning Daycare is offered for no extra fee for regular daycare users however, sporadic users and children left at the school before 7:45 am will be placed in Daycare and the parents will be charged \$7.00.

To ensure the safe arrival of all the children, **parents or another responsible adult must accompany their child or children to the Daycare room for drop off in the morning. This is important, please follow this procedure everyday**

Lunch Supervision

Daycare staff provides supervision during lunchtime.

After School Program

After school daycare begins at the end of classes. The children meet promptly for attendance before school buses leave the school grounds. Attendance is followed by snack, different activity each day and homework session, a period of free time and socialization begins around 5:00 until closing.

The daycare closes promptly at **6:00pm on regular days** and **5:00pm on PD Days**, any parent or guardian arriving after that time will be considered late and a standard fee of **\$3.00 per minute** will be charged to the child's account.

PD Days

The Daycare will provide service on PD Days beginning after the first day of classes and continuing until the end of May for a total of 11 PD days throughout the school year. PD day (January 7) after Christmas holiday will be closed for Educators in workshops.

The programs will be open to the school community and advertised in advance. Each PD program will have a **sign-up deadline** that must be respected. Extra activity fees may apply for outings, invited guests or other specific activities. Regular Daycare **fees \$16.20 for regular and sporadic users.**

The daycare closes promptly at 5pm on PD Days.

Holidays

The Daycare will be closed on Statutory Holidays, over the Christmas break and March break.

2. Fees

Regular user* daily fee	\$8.20
Sporadic user morning fee	\$7.00
Sporadic user after school fee	\$12.00
Sporadic user full day fee	\$19.00
PD day Fee	\$16.20

A regular user is a child who is registered in the Daycare for a minimum of three days per week before September 30th of the current school year.

Any parent or guardian that arrives after 6:00 pm or 5pm on PD days will be charged a **late fee of \$3.00 per minute**. Repeated late pick up can be a cause to terminate Daycare service.

Payments

- Payments are due at the beginning of each month, you can also pay weekly or bi-weekly basis; arrangements must be made with the Daycare Technician at the time of registration.
- Payments may be made in **cash**, by **certified cheque** (payable to **W.Q.S.B. Eardley School**), **money order**, **interact**, **visa** **and mastercard** only to the Daycare Technician or Assistant.
- Please indicate the Daycare User (child) and the time period on the reverse side of the money order (ex: week of May 3-8)
- If the account has not been paid in **full after two weeks**, the **child will be refused** access to the Daycare until the account is paid.
- The Daycare Technician will issue receipts for cash payment.
- Federal and provincial tax receipts will be issued by the end of February.
- No refunds will be issued for prepaid PD Days. All accounts must be paid in full by: **Dec.14, 2018** and again by **June14, 2019**

3. Rules of Social Behaviour

The Daycare users are expected to follow the same rules of conduct as during the regular school day; please refer to the school's Behavior Policy in the school agenda.

We expect the children to respect the staff, the program schedule and the daycare environment (toys, books, supplies, etc).

If a child is experiencing difficulties at Daycare, the staff will work with the parents or guardians in an attempt to resolve the situation. The Daycare Technician will notify the parents of any deviations from the Code of Conduct that may occur and the action plan that they expect to follow. However, if after repeated efforts the situation does not improve, the Principal may have the child removed from the daycare on a temporary or permanent basis. Daycare is a service that can be revoked.

4. Health and Safety Measures

Emergency information

Parents or guardians are responsible for ensuring that the Daycare has up-to-date names and telephone numbers of people who will be available in the case of emergencies. It is extremely important that parents share this information with their children.

The parents or guardians must inform the Daycare, in writing or by phone on the daycare number **(819-684-4976)** before 2pm, of any other person who is allowed to pick up their child. That person will be required to show two photo IDs as confirmation of their identity.

Accidents

Parents or guardians will be notified at once of any significant accident. If they cannot be reached the emergency number will be called. If the accident is severe and the Daycare Technician decides that the child should receive medical attention, a staff member will

accompany the child to the local hospital emergency centre. Parents or the emergency contact will be advised so that they can meet the staff member there.

Should an ambulance be required, it is the parent's responsibility to defray the cost.

Please note: The only health and accident insurance that applies to students is the normal Quebec Health Insurance Plan. The School Board does not carry additional coverage for injuries or illnesses that may occur at the school and could lead to ambulance transportation, dental care or any other expenses not covered by Quebec Medicare. Parents should ensure that they carry coverage against these eventualities.

Prescription medication

If a child requires prescription medication:

- A release form must be obtained from the office, completed and signed before any medication will be administered. **This form is also available on the school website.**
- Only medication prescribed by a doctor will be administered
- The prescription or a copy must be left at the office.
- Parents must bring the prescription medicine to the office.
- Over the counter medicine of any kind is prohibited at school
- It is important that the Daycare staff be aware of any serious health problems: allergies, Diabetes, Asthma, Migraines...

5. Clothes and Personal Belongings

Indoor Shoes

Parents must provide a pair of indoor shoes/slippers with rubber soles **specifically for Daycare** since the children are not permitted to return to their school lockers after regular school hours. These shoes must be worn indoors at all times. **Non-marking running shoes** (usually white sole) can only be used in the Eardley Gym.

Personal Belongings

The Daycare is not responsible for loss or damage of personal items that the children bring to school. No electronic devices (iPods, MP3, Tablets...) or toys, trading cards are permitted in Daycare. Daycare staff reserves the right to confiscate these items and hold them in the office until a parent or guardian arrives.

Personal items that are found or are left behind at the Daycare will be held in a "Lost and Found" for two weeks.

Sunblock is highly recommended for late summer and spring days. Each family must provide their own sunblock and no sharing will be allowed between friends.

6. Activities Provided by Daycare

Homework:

Monday through Thursday, from 4:30 to 5pm, all students are provided the opportunity to do homework/study/ reading time (Except for Kinders). The time allotted, 20 or 30 mins, to this activity varies with the age and grade of the children.

Organized Activities:

The activities include arts and crafts, food preparation, organized games and sports, performing arts, drama, reading.

All supplies are furnished by the Daycare although Educators may request donations of common household items on some occasions.

Extra Activities:

Eardley Daycare will work in collaboration with outside resources to offer a variety of extra activities for the Daycare clientele as well as the school community. These activities are voluntary and may require extra fees. The activities are announced before hand and interested parents are given documentation and registration forms along with a deadline.

MAKE SURE TO PROVIDE EXTRA SNACKS FOR DAYCARE AND INDOOR NON-MARKING RUNNING SHOES FOR DAYCARE.

OUR UNDERSTANDING WITH PARENTS

Parents are asked to:

- Fill out the registration and emergency forms
- Accompany the child to the Daycare room for morning drop-off
- Leave a message at the Daycare if the child will be absent
- Notify the Daycare, in writing, at least one week in advance, if there will be any changes to the child's status
- Pay on a regular basis as arranged with the Daycare Technician
- Refrain from visiting the school during Daycare hours
- Respect opening and closing hours
- When picking up children, sign them out
- Sign and return the attestation of understanding (last page of booklet)

The Daycare will:

- Communicate openly and respectfully with the parents or guardians
- Assure that accurate attendance is taken
- Issue receipts for all payments
- Issue annual income tax receipts
- Follow the indications for all prescription medicine and rules for emergencies
- Provide a quality program for the children
- Respect, support and encourage the children

The children will:

- Respect staff, other children and the environment
- Arrive promptly for attendance
- Play safely and co-operatively
- Respect the activity schedule
- Refrain from circulating in the school (return to classroom or school lockers) without the authorization of their Daycare Educator.

Eardley School Daycare
Attestation of Understanding
With Parents and Guardians

Name of parent: _____

I hereby certify that I received a copy of the Daycare Booklet that I have read the information and the "Understanding with Parents" and agree to abide by them.

Parent's signature _____

Date: _____