

FOR FUN.

**BEFORE &  
AFTER  
SCHOOL**

Come to

 Mini Bobcats !!   
**DAYCARE**

**North Hatley Elementary School**  
**École Primaire North Hatley**

110, rue School  
North Hatley, (Québec)  
J0B-2C0

**(819) 842-2491 School**  
Email: loachv@etsb.qc.ca

## **Internal Rules and Regulations**

**All of the North Hatley Safety and Code of Conduct Rules apply to our daycare as well**

### **Opening hours**

The daycare will be open from:

- 7:30 AM to 8:05 AM
- 12:05 PM to 13:05 PM
- 2:35 PM to 5:30 PM on school days
- 7:30 AM to 5:30 PM on planning days

### **Fees**

A \$10 registration fee (\$15 per family) will be charged upon registering (if you have not already done so) your child for daycare.

This service is open to all children from kindergarten to grade 6. Parents must advise the daycare of any changes on their registration form (address, registration days, health of children...) Parents will always pay for the number of days written in the contract.

### **Regular students** (minimum 3 days per week)

Note that if your child is registered in daycare as a "regular" student (attending daycare 3 days/week or more), you are responsible for paying the days your child is registered, whether he/she is in attendance or not. These guidelines are prescribed by the Ministry of Education. Thank you for your understanding.

- \$8.15 /day per child
- Planning days are \$16/per day. Some extra fees may be required for the cost of special activities.
- Daycare fees are subject to change as per government rates

**Sporadic children:        \$5.00/hour**

**Anyone arriving after 5:30 p.m. will have to pay a \$5.00 fee per 5 minutes.**

### **Parental Responsibilities**

- When parents pick up their child, they must advise the educator.
- **No child will be allowed to leave with any person who is not on the registration form unless the Daycare has been otherwise notified in writing. These people could be asked for identification until they become familiar to the educator.**

- If another person picks up your child, please send a note or email before noon that day. **No authorization will be accepted by phone except in case of an emergency.**
- **Parents must advise the Daycare when their child is absent.**
- For safety reasons, shoes are obligatory in the Daycare. A pair of sneakers for the gym is essential! Your child must have suitable footwear accessible to them, in order to participate in gym activities during daycare time.
- The children play outside almost every day. Please have your child dressed appropriately (gloves, mitts, hats, snow pants).
- **When picking up or dropping off your child/ren at daycare you must go directly to the daycare room. No one will be allowed to go back to the classrooms.**

### **Daycare suspension**

**The school's Code of Conduct applies to the Daycare** (refer to student handbook)

### **Daycare Door**

Parents are asked to use door # 2 at all times during daycare. When coming into the school, please make sure that no one else enters at the same time.

### **Methods of payment**

- **Fees are to be paid by cash or cheque to N.H.E.S, or on-line.** Payment should be given directly to the daycare person in charge or put in an envelope in the daycare mailbox.
- Invoices will be sent every two weeks.
- The best proof of payment is always a cheque.

### **Payments must be made by the due date.**

If payments are not met, steps will be taken as follows:

- a written notice will be issued (***after one week***)
- another written notice will be issued (***after two weeks***)
- a final written notice and suspension from daycare services until total payment is received (***after three weeks***).

*\*If any other type of arrangement needs to be made please speak to Ms. Vicky*

### **Correspondence**

All daycare correspondence for regular attending students will be put in the daycare parent's mailbox, which will be at the entrance of the daycare room (by door #2). It will be your responsibility to pick-up your mail.

### **Child daycare schedule**

It is important for you to contact the school daycare if there is going to be a **permanent** change in your child's daycare schedule. This information must be in **WRITTEN FORM or by e-mail.** [loachv@etsb.qc.ca](mailto:loachv@etsb.qc.ca). If, on occasion you would like your child to take the bus or be picked up on a day that they usually attend daycare, you must advise Ms. Georgia by e-mail [angelopoulosg@etsb.qc.ca](mailto:angelopoulosg@etsb.qc.ca).

### **Child's Illness**

Ill children are not permitted at Daycare due to the danger of spreading the illness. If children feel ill or are running a fever, the Daycare will call parents and you must pick up your child immediately.

### **Planning days**

An invitation will be sent home for each planning day. To reserve your place, you have to register your child on the reservation sheet that must be sent back to the daycare. The rate for planning days is \$16 per child. Some extra fees may be required for the cost of special activities. The children must bring a complete lunch and two snacks.

It is important to reserve your place before the date indicated on the reservation sheet.

### **Homework**

Information to follow by Ms. Georgia Angelopoulos (Daycare Educator)

### **Information regarding school closures (snow day)**

When the school board shuts down, the DAYCARE is also *CLOSED*.

CBC, CIMO radio, CJAD, CHOM, Global T.V, cite Rock détente discloses this information. School closures will also be posted on the **ETSB** website.

Our **Daycare** is **open every school day** from **Aug. 30, to June 22, 2018** and **planning days** from **Sept. 22 to June 8, 2018** (see school calendar).

Thank you for your cooperation!

Catherine Zahra - Principal, 2017-18

### Acknowledgement of receipt

The information provided on this form is confidential.

I acknowledge that I have read, understood, explained the information to my child/ren and agree to the above conditions of this document. In addition, I agree to allow my child/ren to participate in all daycare activities.

I agree to communicate directly with the responsible person (Ms. Vicky Loach) for all administrative questions.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to Ms. Vicky by September 1, 2017**

Name of child(ren) and grade: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Child's signature

\_\_\_\_\_  
Child's signature

