

Waterloo Elementary Daycare Service

5 Clark Hill St.

Waterloo, Quebec J0E 2N0

Principal: Ann Stairs

Daycare Technician: Sandra Darling

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Dear Parents:

RE: Daycare Service Guidelines

- I. The daycare service will provide a place for children to stay after school until such time as their parents, or persons designated by their parents, pick them up. If someone other than the parents is to pick up the child, the parents must provide the daycare with a note to that effect. The educators are also on hand to supervise these children at lunch time.
2. The service will provide the children with games, activities, free time and "homework time". "Homework time" will mean that a group of children will go to a quiet area, where they will work on their homework. A 30 minute period will be offered Monday through Thursday, under the supervision of the daycare educator. This person may provide the children with some assistance in doing their work but **the service should not be interpreted as being a tutorial** service. The "homework time" will not be provided on Friday afternoons.
3. The service will be offered from 2:30 to 5:30 p.m. each day that regular classes take place. The service will operate on days that the school closes early due to poor weather conditions. It will be offered on scheduled pedagogical days and open with a minimum of 15 participants, and it will not operate on days when the school is closed due to poor road conditions, heating system failure, etc. It will not operate on holidays such as Thanksgiving, the Christmas and March breaks, etc.
4. The service will be offered both on a regular basis (i.e. for the parents who wants their child to attend after school daycare regularly 3, 4, or 5 times a week) and on a sporadic basis (i.e. the parent who wishes to make use of the service one or two times per week or per month.) As there will be a limited number of children in the daycare service preference will be given to the children whose parents make regular use of the service.
5. Parents are encouraged to send some form of fruit or other food for an afternoon snack. Please do not send messy foods and follow the school board's nutrition policy; fruits, vegetables, etc. Do not send foods like candy, chocolates, chips nor any type of soft drink.
6. Parents will have to provide the daycare service with a phone number at which someone can be reached who would be responsible for the child in case of injury, sickness or other unusual circumstances.
7. The service is paid for in part by a grant from the provincial government for regular users of daycare services. The grant enables us to keep the cost to regular users at \$7.30 per day as directed by the government. This fee is payable at all times even in the case of absences. Failure to pay within the current month could result in the loss of your child's right to daycare services.

8. There is a registration fee of \$10.00 per student registered at daycare no matter the frequency of use. This fee is applied to ensure that parents are serious about having a place for their child in the daycare. This money is used to buy the games, rewards and materials that help our daycare to provide a quality service.
9. The service is available on pedagogical days at an additional cost of \$7.30/day plus the cost of the offered activity. Parents must register their children with the daycare by completing the reservation slip and returning it by the date indicated on PED letter as we have a minimum number of students needed to offer the daycare on a given ped day. Payment of the PED day should follow the reservation slip.
10. Parents whose children make regular use of the daycare service should pay for the service at the beginning of each month. The payment should be in the form of a check payable to W.E.S. Please print the name of the child, the reason for the payment and the time period concerned on the back of the check (e.g. John Brown, daycare / September).

The cost to sporadic users is 10\$/ per day. This fee is payable according to the actual use of the service.

As the Daycare Technician does the accounting of the daycare program, payments are to be put in the Daycare payment box on the daycare room door. Checks are preferred to cash.
11. There will be a late fee for parents who pick up their children after the 5:30 pm. The late fee will be of an automatic 10\$ fee and 1\$ per minute thereafter for each child remaining at the daycare service after 5:30 pm. The money from this late fee will be used to pay for the services of the daycare educator, who normally finishes at 5:30 p.m.
12. Parents, who wish to make use of the daycare service sporadically, should advise the daycare at least the day before they wish their child to attend the service. They should do this by sending a note to the daycare. The note should indicate the day on which they would like their child to attend daycare and a phone number at which they can be reached to confirm that their child can come to daycare on the date requested. In exceptional circumstances, parents may call and request service on the day it is needed. These notes are *NOT* to be put in the payment box. This box is only for payment use and PED day reservation slips/payment.
13. Parents of children who make regular use of the daycare service will be provided with receipts which they use when filing their federal income tax returns. (Our daycare has acquired a subsidy from the provincial government and thus parents of regular users are not eligible for a receipt for provincial income tax purposes.)
14. Parents who make use of the daycare sporadically may request a receipt for income tax purposes. Whether or not a child's daycare expenses will be accepted by the government will depend on each child's situation.
15. When deciding that your child will no longer attend the daycare services, we ask that you give Day Care Technician two weeks' notice in writing. You will be expected to pay the regular fee for the current month.

If you have any comments or questions, please call the school.

Sincerely yours,

Sandra Darling,
Daycare Technician