

Our Philosophy

In the Daycare Program we work together to create a harmonious atmosphere among both the staff and the students. We encourage the students to interact with one another and to help each other. Our aim is to make sure each child is well taken care of and is a happy person while at school. If there are any concerns or questions we are always available to discuss them. We want all our students in our Program to be happy, do their homework and make friends.

Daycare Fees

In order for your child to be eligible for the subsidized program at **\$8.10** per day (subject to change as per the government), your child:

1. **Must attend the Daycare a minimum of 3 days/week, 2 periods each day.**
2. **Your child must be registered and attending the program by September 15, 2016.**
3. **Must attend the Daycare during the week of September 26th-30th during their regular scheduled attendance days.**

Sporadic Users: 1 or 2 days in Daycare per week, the charge is \$13/day, plus lunch fees.

All payments are due the 5th of each month by cheque or online banking.

Late Fees

Our Daycare closes at 6:00 p.m. sharp and therefore a fee of \$1.00 per minute will be charged after closing. Parents must make every effort to ensure that their children are picked up no later than 6:00 p.m. If you are not able to pick up your child before 6:00 p.m. you must make alternate arrangements.

Lunch Program Fees

Lunch fees for the school year are \$350. We would appreciate two post-dated cheques dated September 15, 2016 and February 1, 2017 in the amount of \$175.00. You may choose a second option of ten postdated cheques in the amount of \$35.00 for each month. Please indicate your child's name on all payments. Other rates are available for part time lunch program users. Please make all cheques payable to Clearpoint Daycare and indicate name of child(ren) on each cheque. You may also choose to pay online – a detailed information letter is available online and at the daycare office.

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

If your child is not in Daycare, we ask that you leave the play structure in the backyard by 2:45pm for security reasons within our Daycare.

Two weeks written notification must be given for any change in your child's registration. These changes include starting or leaving either the Lunch or Daycare Program or a change to the days attending the program.

Change in routine

Please advise the school, teacher **and daycare** of any change in your child's routine via a note or email, clearly indicating your child's name, and clearly specifying the change. If, in an emergency, you decide to not send your child to daycare, please make sure you advise us by telephone or email, clearly mentioning your child's first and last name, as well as their grade and teacher. We recommend that you allow your child to go to daycare and pick them up there. It is less stressful for everyone especially the children.

Policies and Procedures

Daycare Entrance

The Daycare entrance is located to the South side of the school. Please ring the bell and an educator will buzz you in. Parents are required to sign their children in and out of the Daycare, both morning and evening, indicating the time of arrival and pickup. A binder will be provided at the entrance of the daycare, for this purpose. Please note that the doors are locked for security reasons, so do not open them for others as we will not know to call for a child. Parents and/or children are not permitted to wander the halls or enter the classrooms after regular school hours. With the large number of students attending the daycare, it is imperative that we follow these procedures.

Study Periods

Daily homework supervision is provided for the students. The educator will not be tutoring your child but will be available for any questions during this period. The educator is not required to check to see if all the homework is done nor will the educator check for errors.

Pedagogical Days (Daycare Program)

The Daycare is open on Pedagogical Days from 7:30-5:30PM. Parents must register their child/children for each Ped Day. Information concerning the Ped Day along with the registration form will be available at the daycare desk two weeks prior.

Registrations will not be accepted after the specified due date.

Ped Day fees are charged separately from Daycare, plus any activity fee, special materials, and/or bussing.

Once you register your child there will be no refund if they do not attend.

The Daycare will be closed on all statutory holidays as well as March Break, Christmas, Easter (including the Tuesday) and one day in November for professional development.

Food (Lunch Program)

Children must bring their own lunch and utensils. Please use a thermos for any lunches that you want to keep warm. Any exchange of food is discouraged due to allergy possibilities. We are a "nut smart" school and therefore nuts of any kind are not allowed in the school. Please ensure that lunch boxes and containers are clearly labeled.

Fee for NSF/Returned Cheques

Please be advised that a \$20.00 fee will be charged to parents for any cheques issued to the school that are returned to us due to insufficient funds, closed accounts, etc.

Unpaid Balance

Students who begin the school year with an outstanding balance from the previous year will not be admitted in to the Daycare Program until such time as the balance is paid in full by cash or certified cheque.

Outdoors

Except in extreme weather conditions all children will be spending part of their lunch and Daycare period outdoors. Please ensure that your child is appropriately dressed.

Sick Children

If a child becomes ill during the course of the day, parents will be notified as soon as possible and must be available to pick up their child. If your child is sick with anything contagious, please do not send him/her to school.

Change of Service

A request for a change in services must be done in writing five days before the change occurs. An email is acceptable. Last minute changes cannot be guaranteed.

Toys

Please do not allow your child to bring any toys or valuable items to school. We do not take any responsibility for lost or broken items.

Behaviour

The Lunch and Daycare Programs follow the rules of the Peaceful schools. Please remind your child that all students of daycare must adhere to the Clearpoint Elementary Code of Conduct.

Daycare User Committee

This organization is formed by the governing board upon the request of at least three parents who use this service. It provides a forum for consultations and feedback. If interested please contact the Daycare. Parents can always attend the Governing Board meetings should they wish to.

CLEARPOINT ELEMENTARY

LUNCH & DAYCARE

PROGRAMS



17 Cedar Ave. Pointe Claire, QC H9S 4X9

514-695-9140

Hours: 7h00 - 7h50 before school

11h20 - 12h20 lunch

14h25 – 18h00 after school

Tassie Fyon, Daycare Technician

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<http://clearpoint.lbpsb.qc.ca>