

CLEARPOINT ELEMENTARY

LUNCH & DAYCARE

PROGRAMS



17 Cedar Ave. Pointe Claire, QC H9S 4X9

514-695-9140

Hours: 7h00 - 7h50 before school

11h20 - 12h10 lunch

14h30 – 18h00 after school

Tassie Fyon, Daycare Technician

tfyon@lbpearson.ca

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

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 **\$8.50** 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 20, 2021**.**
3. **Must attend the Daycare during the week of September 27th to October 1st 2021 during their regular scheduled attendance days.**

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

All payments are due the 10th of each month by online banking or cheque.

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 Supervision Program Fees

The Lunch supervision fee for the school year is \$360 (\$2.00 per day). This is for non daycare students to stay at school during lunch time. You will receive an invoice every month or you may choose to make 1 or 2 payments for the year. 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 on our website.

Official registration forms must be completed for each student attending either the Daycare Program or the Lunch Program and is done on the Fusion portal.

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.

Policies and Procedures

Daycare Entrance

The Daycare entrance is located to the South side of the school. We are now using the App HopHop that allows you to notify the daycare that you are on your way and we will have your child ready for pickup. You will still need to approach the door to get your child. At this time parents are not allowed in the building. When this changes, new rules will be given.

Study Periods

Homework supervision is provided for the students in grades 1-6. 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 7:00-6:00PM. 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 2 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 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. 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 into 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

Two weeks’ notice is required for any change in your child’s registration. These changes include starting or leaving the Daycare and Lunch Program as well as any change to the days your child attends either program. *A maximum of 1 change per month and 3 changes per year will be accepted.* For safety reasons and in order to adhere to government ratios the Daycare has **NO drop-in Daycare Service**. Please complete a **Change in Reservation Request on Fusion**.

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.