

### Outdoors

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

### Sick Children

If a child becomes ill during 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 SEED 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 to adhere to government ratios, the SEED program has **NO drop-in Daycare Service**. Please complete a **Change in Reservation Request**.

### 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 SEED Programs follow the same rules as the school. Please remind your child that all students of SEED program must adhere to the Clearpoint Elementary Code of Conduct.

### SEED 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 technician. Parents can always attend the Governing Board meetings should they wish to.

# CLEARPOINT ELEMENTARY

## SEED and Lunch

### PROGRAMS



17 Cedar Ave. Pointe Claire, QC H9S 4X9

514-695-9140

**Hours:** 7h00 - 7h45 before school

11h20 - 12h10 lunch

14h30 -18h00 after school

Tassie Fyon, SEED Technician

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

## Our Philosophy

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, have fun and make friends.

## Fees

For your child to be eligible for the subsidized program at **\$9.20** per day (subject to change as per the government), your child:

- 1. Must be registered to attend at least one day per week and it must be the same day(s) each week**
- 2. Subsidy is only given to students present during the week of September 30<sup>th</sup> to October 4th 2024 during their regular scheduled attendance days.**

*All payments are due the 10<sup>th</sup> 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 is \$2.54 per day (subject to change s per the government). This is for non-SEED 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 SEED or Lunch Program and is done on Mozaik.

***If your child is not in SEED, we ask that you leave the backyard by 2:45pm***

## Policies and Procedures

### **Entrance**

The SEED entrance is located to the South-West side of the school. We are now using the App HopHop that allows you to notify us that you are on your way, and we will have your child ready for pickup. You will still need to enter the school building to get your child.

### **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**

SEED 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 emailed 2 weeks prior.

**Registrations will not be accepted after the specified due date.**

**Ped Day fees are charged separately, 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 October 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 SEED Program until such time as the balance is paid in full.