



June 1st, 2020

Dear Parents,

Parkview Daycare Guidelines

1. 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 school 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 7:10 a.m. to 7:45 a.m. and from 2:40 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, and it will be offered on scheduled pedagogical days. It will not operate on days when the school is closed due to poor road conditions, heating system failure, etc, nor 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 want 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 each week or each 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 to provide an afternoon snack for their child. Please follow the school board's nutrition policy; fruits, vegetables, etc. Do not send foods like candy, chocolates, and chips.
6. Parents must 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. **Parents must advise the Daycare of their child's absences at all times, by note in child's agenda or by phone at (450) 372-6058 option Daycare Service by 12:30 p.m.**
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 \$8,50 per day as directed by the government as of January 1st, 2019. The reduced rate of \$8,50 per day, is governed by the Provincial Government and may change at any time. This fee is payable at all times even in the case of absences and does not include the cost of PED days. **Failure to pay within the current month could result in the loss of your child's right to daycare services. Unpaid debts will be sent to a collection agency.**
8. **Code of Conduct:** Parkview Daycare follows the same code of conduct as Parkview School. The daycare wishes to provide a friendly and peaceful environment for your children. If behavior problems occur, you will be notified. For safety reasons, repeated negative behavior will result in the expulsion of your child from the service. A student may also be expelled from Daycare following an act that endangers the safety or well-being of others, even if this has not been a repeated behavior.

9. The service is available on pedagogical days at the cost of \$14,00/day, plus the cost of a planned activity needing bus transportation. (\$5,00 for the bus). Parents must register their children with the Daycare by completing the reservation slip and sending it back by the date indicated on the PED letter as we have a maximum number of students that we can accommodate on a given day. The parent registering their child will be the parent invoiced for that PED day. Payment of the PED day must be included with the reservation slip for sporadic users. Payable once registered.
10. The cost to sporadic users is \$4,25 for the first hour, then \$4,25 per hour for a maximum of \$8,50 per day. This is payable according to the actual use of the daycare service. The parent is responsible for signing out their child and must indicate the time of departure for billing purposes. The parent is also responsible for informing the Daycare Technician of any after school activities their child is attending before and/or after attending daycare (Karate, Dance, Gymnastics, Sports, etc).

As the Daycare Technician does the accounting of the daycare program, payments are to be put in the Daycare payment box at the main entrance of the school. Online payments are preferable to check and/or cash payments.

All payments are required within 10 days of the invoicing date.

11. There will be a late fee for parents who pick up their children after 5:30 p.m. The late fee is \$10,00 plus \$1,00 per minute thereafter for each child remaining at the daycare service after 5:30 p.m. The money from this late fee will be used to pay for the services of the daycare educator, who is scheduled finish at 5:30 p.m.
12. Parents who wish to make use of the sporadic daycare service should advise the school at least the day before they wish their child to attend the service. They should do this by sending a note in their child's agenda for teacher **and** the school office. 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, no later than 12:30 p.m. 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 to be used 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 sporadic use of the daycare 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 the Daycare Technician two weeks notice in writing. You will be expected to pay the total regular fee for the current month.

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

Sincerely yours,

Barbra Plouffe,
Principal

BP/sd