

# CARLYLE DAYCARE

109 CARLYLE AVE.  
MONTREAL , QUEBEC  
School telephone no.;514-738-1256  
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## 2008-2009 DAYCARE HANDBOOK



**Commission scolaire English-Montréal**

**English Montreal School Board**

6000 Fielding Avenue, Montreal, QC,  
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[www.emsb.qc.ca](http://www.emsb.qc.ca)

**CARLYLE DAYCARE**

**STAFF LIST**

**2008-2009**

**PRINCIPAL: Ms. JOAN MacMILLAN**

**TECHNICIAN: CAROL LATIMER**

**EDUCATORS: INGRID ECKERTH**

**: ROULA DAFNIOTIS**

## **DEFINITION OF SCHOOL DAYCARE SERVICES**

*The Regulation respecting childcare services provided at school* defines these services as follows:

Childcare services provided at school shall ensure care to children at the preschool and elementary level of a school board, outside the period where educational services are provided to them. (s.1)

School daycare services complement the educational services provided by the school and are primarily focused on recreational activities. In order to provide a complementary service at the school and ensure continuity in its educational mission, planning for school daycare services is an integral part of the school's educational project.

Childcare services shall be offered every day of the school year devoted to educational services, but outside the periods devoted to those services... (*Regulation respecting childcare services provided at school, s.3*)

Since the school calendar covers a minimum of 180 days a year, daycare services must be provided during at least these 180 days.

School daycare services do not provide care during class hours, but rather during one or more of the following periods outside teaching hours: in the morning before school, if applicable; during the lunch break and in the afternoon after school. These services may also be offered on pedagogical days and holidays, during spring break and at any other time that a need is expressed, provided that the services remain self-financing.

DEFINITION OF SCHOOL DAYCARE SERVICES:

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## **SCHOOL GOVERNING BOARD**

The Daycare Policy adopted by the EMSB makes provisions for each school's Governing Board to be involved in the daycare. The Governing Board is composed of staff members and parents. The Governing Board may form a daycare committee.

The governing board has a number of roles within the school. With respect to daycare services, it is responsible for:

- requesting that the school board provide the students at the school with daycare services on the school premises, or, if the school does not have suitable premises, on other premises (*Education Act, s. 256*)
- approving the use of the premises placed at the disposal of the school for its daycare services, and ensuring that there is sufficient space provided therein for the number of children (*Education Act, s. 93*)
- setting up, if deemed appropriate, a daycares parents' committee (*Regulation respecting childcare services provided at school, s.18*)
- receiving representations and recommendations from the daycare parents' committee
- responding to parents' requests
- approving the rules of conduct and the safety measures proposed by the school principal (*Education Act, s. 76*)
- advising the school board concerning any matter likely to improve the organization of the services it provides (*Education Act, s. 78 (3)*)
- informing the community of the services provided by the school (*Education Act, s. 83*)

## **PHILOSOPHY, PURPOSE AND GOALS**

- ❖ **To ensure the safety and general well-being of the children served.**
- ❖ **To contribute to the achievement of the objectives of the school's educational project.**
- ❖ **To set up activities and recreational projects that contributes to the children's overall development.**
- ❖ **To encourage the development of social skills such as respect, co-operation and openness to others.**
- ❖ **To offer homework support after school by providing students with an appropriate place in which to work. \***

**\* Homework support does not relieve parents of their responsibility to make sure that their child has done his/her homework.**

## **DAYCARE INFORMATION & POLICY**

### **ACCESS TO SCHOOL FACILITIES**

Our daycare has access to school facilities, including the auditorium, library, computer room, gym, playground, adjacent park etc. in accordance to planned activities.

### **REGULAR SCHOOL POLICY MUST BE APPLIED**

The daycare program is subject to the same policies and procedures as the school, on regular school days as well as pedagogical days.

### **POLICY REGARDING NO TOYS ETC.**

Children are not allowed to bring games, books, dolls or toys to school. The school is not responsible for personal items which become lost or broken.

### **POLICY FOR PEDAGOGICAL DAY OUTINGS**

In order for a child to attend a pedagogical day outing, the daycare must receive a signed Authorization Form from the parent respecting the deadline date required by the daycare. If a child has registered for an outing and cannot attend, unless the school is advised within 48 hours, the pedagogical day fee and outing fee are non-refundable.

### **ACTIVITY PLAN**

Students have routine activities and elective activities.

### **HOURS OF OPERATION**

The daycare service is open according to the school calendar, including pedagogical days. The daycare service is closed during spring break and holidays.

### **OUR DAYCARE HOURS OF OPERATION ARE:**

**A.M.: 7:30-8:55**

**LUNCH: 12:20 – 1:15**

**P.M.: 3:20 – 6:00**

**PRE-K LUNCH: 11:40 – 12:40**

**PRE-K DAYCARE: 12:40 – 3:20**

### **PROCEDURES REGARDING ABSENCES**

The parent must report absences according to school procedures in force.



## **REGISTRATION**

- ❖ A Registration Form must be completed, signed and dated, and given to the daycare for **each** child being registered.
- ❖ Parents who wish to make **any change** in their child's status (Regular 5, 4, 3, Sporadic) **must fill in a new** Registration Form (signed and dated) indicating the change of schedule.
- ❖ In order for daycares to receive the MEQ funding, Regular students must be registered and attending daycare by September 30<sup>th</sup>, for a minimum of 3 days a week and a minimum of 2 blocks per day (partial or full).

## **PROCEDURES REGARDING ARRIVAL & PICK UP**

### **MORNING ENTRANCE PROCEDURE:**

- In the morning, the parent must use the back door facing the library. It is the parent's responsibility to ensure that their child enters the daycare in the morning when the child is dropped off.

### **AFTERNOON ENTRANCE PROCEDURE:**

- After school, the parent must use the back door facing the library.
- For the safety of all, the parent must announce her/himself and wait for their child.
- If a parent is unable to pick up their child, the parent must advise the daycare and give the name of the person responsible for picking up the child as specified on the registration form.
- Students are not allowed to leave the daycare either alone, with a friend or another adult **without parental consent**. The daycare is not responsible for students once they leave the building.

## **REFUNDS**

- ❖ Refunds are not given for students away on vacation.
- ❖ Refunds are not given for students who are sick for a few days.
- ❖ At the discretion of the school, credit may be given for students with long term absences due to medical conditions.
- ❖ Notice of withdrawal from daycare services must be given 2 weeks in advance.

## **REFUSAL OF ACCESS TO DAYCARE SERVICES**

### **UNPAID FEES AFTER SEVERAL INTERVENTIONS**

The following guidelines are suggested as procedures for the collection of unpaid fees.

- After 3 interventions, the School Administration writes to the individual concerned, explaining the rationale for the daycare policy and requesting that the amount outstanding be forwarded to the school as soon as possible.
- Failing a response within 15 days, the School Administration will arrange for a meeting to discuss the outstanding debt.
- If no payment is received after 10 days, the School Administration takes whatever actions are deemed appropriate from the procedures approved by the Governing Board.

### **DISRUPTIVE BEHAVIOUR**

School daycare services are child-centered. In order that the whole range of daycare activities may be carried out as smoothly as possible, students must accept certain responsibilities. They should have a cooperative and positive attitude toward suggested activities and take an interest in participating in such activities. The students enter into a partnership with the daycare staff and their peers, with a view to sustaining a rewarding, healthy and pleasant living environment.

In the event that a child's behavior interferes with the well-being, development and security of the other children, the parents will be asked to withdraw their child from the daycare. Prior to this, the parents will be kept informed of the child's behavior and progress.

## **HEALTH**

**MEDICATION POLICY.** (As per EMSB Medication Policy)

### **MEDICAL INFORMATION MUST BE GIVEN**

The parent must inform the daycare of any potential health problems. Administration of medication cannot be done unless the parent has provided written authorization to do so. The prescribed label must bear the doctor's name, child's name, name of the medication, the dosage and the duration. In case of an accident, the parents will be notified. In serious cases, the child will be taken to a hospital by an emergency vehicle and the parents will be notified immediately.

### **ALLERGIES, E.G. ASTHMA, PEANUTS, HIVES ETC.**

Allergies or other health problems must be clearly identified by parents on the Daycare Registration form. If your child should develop a problem during the school year, the daycare staff must be notified immediately.

### **SNACK POLICY**

The daycare does provide snacks.

### **PARENTS ARE RESPONSIBLE FOR ENSURING THAT APPROPRIATE OUTDOOR CLOTHING IS WORN**

When the weather permits, the children will go outside to play. Parents are requested to ensure that their child is suitably dressed for outdoor play so the child can participate in all activities.

## **DAYCARE CLOSURE**

### **EMERGENCY CLOSURE FOR THE SAFETY OF CHILDREN**

If, as a result of an emergency, the school has to be closed during the school day (lack of heating or electricity) the pupils will be brought to the Mount Royal United Church on Graham Boulevard.

### **WEATHER RELATED CLOSURE**

When the English Montreal School Board deems it necessary to shut down schools because of inclement weather, announcements concerning school closings and the cancellation of bus transportation are given on the following radio and television stations: 88.5 FM, 940 News, 95.1 FM, CBC Radio, CBC TV, CFCF (Pulse News), CFMB, CHOM, CIEL FM, CJAD, CKAC.73, CKGM, CKMF, CKOI FM, GLOBAL, Info 690, Mix 96, Q92, Radio Canada, RDI, Rythme FM, TVA.

CARLYLE DAYCARE  
109 CARLYLE AVE.  
Montreal, QC  
H3R-1S8

**AGREEMENT FORM  
2008-2009**

- ❖ I have received a copy of the 2008-2009 CARLYLE Daycare Handbook.
- ❖ I have read the regulations, rules and procedures regarding the use of the Daycare at CARLYLE School.
- ❖ I agree to abide by the regulations, rules and procedures in all respects.
- ❖ *I have discussed the regulations, rules and procedures with my child(ren).*

Name/s of Child/ren \_\_\_\_\_

Signature of Parent/s \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your co-operation.

**N.B. Kindly return this signed agreement to the Daycare.**



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## 2008-2009 FEE STRUCTURE

The daycare fee structure is based on the student's status in daycare.

A student's status is either: **REGULAR**, **SPORADIC**, or **DROP-IN**.

### A. REGULAR

A regular student is one who is registered and attending daycare for a minimum of 3 days a week and a minimum of 2 periods per day (partial or full).

<b>Fees:</b>	Regular school day: \$7 for a total of 5 hours Pedagogical day: \$7 for a total of 10 hours (outing fees are extra).	
<b>Lunch Fees:</b>	5 days/week:	Lunch fees are <u>included</u> in the \$7/day for a regular student attending for 5 days.
	4 days/week:	Lunch fees are <u>included</u> in the \$7/day for a regular student attending for 4 days. If the student attends only at lunchtime on the 5 <sup>th</sup> day, <u>lunch fees must be paid for the 5<sup>th</sup> day.</u>
	3 days/week:	Lunch fees are <u>included</u> in the \$7/day for a regular student attending for 3 days. If the student attends only at lunchtime on the 4 <sup>th</sup> and 5 <sup>th</sup> day, <u>lunch fees must be paid for the 4<sup>th</sup> and 5<sup>th</sup> day.</u>
<b>Tax Statements:</b>	Federal Income Tax Statements are issued for regular school days and pedagogical days.	

### B. SPORADIC

A sporadic student is one who is registered and attends daycare for a shorter period than a regular student (less than 3 days per week and/or less than 2 periods per day (partial or full)).

<b>Fees:</b>	Regular school day: Fees are based on the blocks of time the student attends: Morning: \$7, Afternoon: \$10, Max. \$10/day Pedagogical day: \$7.00 (outing fees are extra).
<b>Tax Statements:</b>	Federal and Provincial Tax Statements are issued for regular and pedagogical days.

### C. DROP-IN STUDENT

A drop-in student is one who is not registered in daycare but occasionally attends. There is no MEQ funding for the drop-in student.

<b>Fees:</b>	Regular school day: \$12.00/day Pedagogical day: \$20.00 (outing fees are extra).
<b>Tax Statements:</b>	Federal and Provincial Income Tax Statements are issued for regular and pedagogical days.

- ❖ There is no family rate.
- ❖ There are no administrative fees or registration fees.
- ❖ There is a late pick-up fee of \$1.00 / minute after 6:00 p.m.
- ❖ Payment Options: 1 full payment or  
1 cheque at the beginning of each month according to the school calendar  
10 post-dated cheques at the beginning of the year, dated the 1<sup>st</sup> day of the month according to the school calendar



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SOMERSET DAYCARE  
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## **SCHOOL CALENDAR**

(insert calendar)