



**SERVICE DE GARDE
EN MILIEU SCOLAIRE
SOUTH HULL ELEMENTARY
SCHOOL DAYCARE**

Daycare Information Booklet
2021-2022

**86 Promenade Crescent
Gatineau, QC
J9H 1T6
819-684-6565 X 2**

Daycare Technician: Norma Splane
Email: nsplane@wqsb.qc.ca

Service de Garde South Hull Daycare

Thank you for putting your trust in us to look after this nation's greatest resource and treasure; your children.

The Western Quebec School Board offers Daycare Services to its students in schools where the demands warrant such a service. These services are offered before and after classes each school day. Daycare is also available on selected Professional Development Days throughout the school year.

Our primary aim is to provide a quality Daycare Program for our students and a service for parents who require daycare services outside of regular school hours. Our program includes a homework period, snack time, regular physical activity, various cognitive experiences and opportunity for socialization.

Hours of Operation

Morning	7:00 am to 8:00 am
Noon Hour	11:40 am to 12:40 pm
After School	2:30 pm to 6:00 pm
All PD days	7:00 am to 5:00 pm

****Please note that there is no supervision before the daycare opens; therefore, for their own safety children must not be left at the school before 7:00 am. We also ask parents to be prompt with pick up. *There is a fee of \$3.00 per minute for any child who is at the daycare past 6:00 pm.***

Attendance Policy

Attendance is one of the most important functions of the daycare routine. Staff is required to take attendance daily to ensure that all of our students are present. With this in mind, please remind your child daily to hand in any pertinent notes regarding changes in schedule and routine.

Parents are asked to call the daycare by 9:00 am at 819-684-6565 X2, if your child will be absent from the daycare that day. You may leave a message on the daycare answering machine as it is checked regularly. Any child on the attendance list that is absent will be followed up by the daycare staff.

Classroom teachers are given a list of students from their class who attend daycare. These lists are kept up to date and changes can be made as required.

Accidents

In the event of an accident, parents will be notified immediately. If we are unable to reach a parent, the emergency contact will be called.

If the accident is considered severe enough to require immediate medical attention, arrangements will be made to take the child to the local Medical Clinic or Hospital and we will inform the person we contact where to meet the staff member accompanying the child. Should an ambulance be required, it will be the parent's responsibility to defray the cost.

Parents should note that the only health and accident insurance that applies to the student is the normal coverage under the Quebec Health Insurance Plan. The School Board does not carry additional coverage for injuries or illness which occurs in daycare, and which could lead to ambulance transportation, dental care or any other expenses not covered by Quebec Medicare. Parents should ensure that they carry proper coverage against these eventualities.

Health and Medication

The Daycare cannot keep a sick child; our policy is the same as the school's policy. Parents must make sure that, in case of emergency, someone can come get the child as soon as possible after being notified of the circumstances.

The daycare has a first aid kit for minor injuries. No medication will be administered without the parent's written consent. If a child requires medication, a doctor's prescription must be presented to the Daycare Technician.

It is also extremely important that a parent inform the Daycare Technician of any serious health problems: allergies, diabetes, asthma, etc. In case of prolonged sickness and illness, parents must notify the Daycare.

Emergency

Parents are responsible for ensuring that the daycare has up to date names and telephone numbers of people who will be available should an emergency arise and parents cannot be reached. It is also important for parents to share the emergency information with their child and to review and/or update it regularly.

School Closing

In case of early school closure due to an emergency (ice storm, power outage), the daycare will also be closed. It is absolutely essential that parents inform their child where to go if no parent is home. Please note that once parents have been informed of a school closure, it is their responsibility to ensure that their child is picked up or that alternate arrangements have been made.

School Evacuation

In the event of a school evacuation, our first relocation point is Ecole des Cavaliers, with the secondary location being L'Ecole Rapides-Deschenes.

Responsibilities

Parent's Responsibility

As part of our safety procedures, the daycare is responsible for your child from the moment they arrive at the daycare until they leave; therefore, parents are required to bring their child into the daycare and make sure an educator knows they're there and *sign-out* their children daily by *initialing in the proper space on the sign-out sheets*. Children must not be left alone in the yard. Once a parent has arrived, they are responsible for their child.

Parents are asked to please remain in the area in front of the Daycare office when picking up their children and are not to circulate in the Daycare rooms, school hallways or classrooms without special permission. (In extreme circumstances)

Parking for drop-off in the morning is the daycare parking lot, however during pick-up at night you are also allowed to park in the bus lane up top but ***only after 2:45***.

Note also that there is **no driving eastward** on Crescent Drive between 7:00 am and 8:30 am. Which means you cannot go onto the street by travelling off of Vanier Rd.

If, for whatever reason, there is a change to a child's schedule the parent is responsible for communicating that change to the Daycare Technician. If no change has been confirmed, the child will stay at daycare as planned to ensure their safety.

Please keep all schedules, contact information and calendars for joint custody current and provide written confirmation when possible.

Parents are expected to encourage their children to respect their school and daycare.

Parents are encouraged to maintain positive communication with the staff and are to bring any questions or concerns to the attention of the Daycare Technician.

It is the parent's responsibility to ***keep all Daycare payments up to date and in full*** at all times.

Parents must provide a pair of indoor shoes with rubber soles ***specifically for daycare***.

Parents should provide an email address where we can send forms, notices etc.

Complete the registration.

Children's Responsibility

Children must be respectful to the adults, the other children and the environment. The children must play safely and abide by the daycare's rules and regulations. The children are not to circulate in the school without authorization from an educator. Children are responsible for their own belongings and **cannot** go back to a classroom after the end of the regular school day.

Parents are advised that expensive and highly sought after toys need to be left at home. Daycare **is not responsible** for lost or damaged toys. Additionally, children tend to quarrel over toys. The daycare provides toys, games and equipment, therefore, *leave all personal belongings at home*. Furthermore, in accordance with school policy, *no electronics* are permitted at the daycare.

In our environment, it is very important that we establish clear, fair and precise limits. These limits must be applied equally, throughout the day, by our entire team. As a result, if a student fails to respect our policies, or instructions, natural consequences will be determined, and applied, by that student's educator for that particular instance. Naturally, the degree of consequence will vary based on the severity of the action and the amount of times the action has to be corrected.

Daycare's Responsibility

Financially it is the Daycare Technician's responsibility to provide proper receipts for parents, maintain up to date records and to issue an annual income tax receipt when required by government law. The daycare's main priority is to provide a safe and happy environment for the children. While maintaining positive, open communication with parents we will not only respect all environmental regulations concerning the care of children, but we will be respectful when we interact with the children and use every opportunity and resource available to enhance their development.

A notice of two paid weeks must be given if you plan to remove your child from the daycare before the end of the school year.

If you have any questions do not hesitate to contact Norma Splane, Daycare Technician, at 819-684-6565 X2 or by email at nsplane@wqsbc.ca.

Policy on Daycare Fees

Parents must complete an accurate registration form each year in order for their children to attend daycare. The daycare will not accept registration from any child who has outstanding fees remaining from a previous year or from another school in our board.

The cost for any child registered **full time** (3 to 5 days a week), before September 30, is **\$8.55** per day. This amount may change throughout the year.

Students that are registered for 3, 4 or 5 days per week at daycare are not required to pay the lunch hour supervision portion of their school fees.

A notice of two paid weeks must be given if you plan to remove your child from the daycare before the end of the school year.

Sporadic (2 days or less a week) are accepted, however usually in the case of emergencies. The cost is \$6.00 for before school and \$11.00 per afternoon.

Regardless of whether your child is absent during the week, you are still responsible to pay the full fee; however, you do not pay for Statutory Holidays or PD Days for which your child is not registered.

Once you have registered your child for a PD Day, you are responsible for the cost of the space even if your child does not attend. *PD Days* are offered to all of the students in the school. The rate for the PD Days is \$16.85 for the day, however there may be additional fees for activities, busing and outings. You must inform us if you need daycare during PD Days, 2 weeks prior to the day.

Payments for fees are due every 2nd week or by the end of the month. The daycare fees must be paid in full, before the student can be automatically enrolled for the following month. As stipulated in the policy that was created by our Governing Board, any child with outstanding fees of ten days or more could have their daycare privileges revoked until the account balance is received.

Interac or cash are the only method of payment accepted at our daycare. Payment is to be made directly to the Daycare Technician.

South Hull Daycare's
After School Schedule

2:30 - 2:50	Arrival, Attendance & Snack
2:50 - 3:30	Outdoor Play
3:30 - 4:30	Organized Group Time
4:30 – 5:00	Homework Time
5:00 – 5:30	2 Room Choices
5:30 – 6:00	Free Play, Sign Out & Departure

