

REGISTRATION & FEE STRUCTURE

For the 2015-2016 school year, the government has the subsidized Daycare Program fee at \$8.00 per day.

In order for your child to be eligible for the subsidized program, \$8.00 per day, 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 30th, 2015.**
3. Your account must be in good standing with the school. If you have an **outstanding balance** your child will not be entitled to the daycare service until the balance has been paid in full.

Official registration forms must be completed, signed and dated for each student attending either the Daycare Program or the Lunch Program.

Two weeks written notification must be given for any change in your child's registration. These changes include starting or leaving either the Lunch or Daycare Program or a change to the days attending the program. For safety reasons and in order to adhere to government ratios, St. Charles Daycare has **NO DROP-IN SERVICE.**

ONLY CHILDREN REGISTERED IN THE DAYCARE MAY ATTEND DAYCARE.

SUMMARY OF FEE STRUCTURE

A detailed payment schedule will be given out in the month of September. Collection of cheques will be done at the same time.

PAYMENT OF DAYCARE FEES

St. Charles Daycare uses internet banking or post-dated cheques for the 10 months of the school year. Your monthly fee will differ per month as they have been based on the number of days per month.

Internet banking is our preferred method of payment. This option allows for the parent to pay anytime during the month. If using post-dated cheques, cheques must be dated for the first of each month.

Cheques should be made payable to St. Charles School. One cheque per family may be written to cover Daycare and/or Lunch Program fees. ***Please identify your child on your cheques if your last names are different.**

NSF'S

Cheques returned NSF, are to be replaced with cash or a money order plus a \$10.00 NSF fee.

Failure to make payments will be dealt with by the procedures set out by the Lester B. Pearson School Board.

CHILD TAX CREDIT RECEIPTS

Child Tax Credit receipts will be issued for the year in which Daycare or Lunch services were used and invoiced. Income Tax Receipts will be issued to the payer of the service (whomever is signing the cheque).

Child tax credit receipts for the Daycare (Federal/Provincial) will be issued at the end of February. The provincial Releve 24 Child Tax Credit receipts are not issued for the government subsidized \$8.00 per day program, as per government regulations.

Replacement tax receipts will be issued upon request at a cost of \$10.00 per receipt.

PEDAGOGICAL DAYS

The Daycare is open on Pedagogical Days from **7:30AM – 5:30PM**. Parents must register their child/children for each Ped Day. Information concerning the Ped Day along with the Ped Day registration form will be sent home approximately 2 weeks before each Ped Day. Cheques for individual Ped Days must accompany the Ped Day registration form. **ALL PED DAY REGISTRATIONS MUST BE HANDED**

IN BY A PARENT TO THE DAYCARE EDUCATOR AT THE DOOR EITHER WHEN DROPPING OFF YOUR CHILD OR WHEN PICKING THEM UP. REGISTRATIONS WILL NOT BE ACCEPTED FROM CLASSROOM TEACHERS, THE SECRETARY, AND THE CHILD OR THROUGH THE RED MAILBOX.

Registrations will not be accepted after the specified registration date. If your account is not in good standing, you will not be permitted to register for a ped day.

The cost of a Ped Day is \$10.00 per day (for 10 hours service as per government regulations) plus any activity fee, special materials and/or bussing.

Space is limited on Ped Days as the teachers are working in their classrooms. Outings will be organized for some Ped Days and may be either for the entire group or for specific grade levels. Great effort will be spent to ensure that the cost for outings remain reasonable. There will be no refunds for the Ped Day fee.

HOLIDAYS

The daycare will be closed on.....

Labor Day	Easter (Good Friday, Easter Monday and TUESDAY)
Thanksgiving Day	March Break
Christmas Break	Victoria Day
Summer Vacation	

**The daycare may also be closed on a ped day for professional development. Advance warning will be given to parents if a workshop is planned for the daycare staff.

ABSENCE POLICY & REFUNDING

There will be no refund for occasional absences or for vacations. If your child is not attending the Daycare Program on a specific day, written notification to the Daycare is required. If you are withdrawing from the Daycare Program, two weeks written notification must be submitted to the Daycare Technician.

LATE FEES

The St. Charles Daycare closes at 6:00PM; therefore all pick-ups must be made **no later than 6:00PM**. The daycare clock will be used to determine lateness.

Parents must make alternate arrangements to ensure that their child is picked up on time (family member, friend or neighbor).

Late Fee Charges:

1 st Time Late:	\$1.00 per minute
2 nd Time Late:	\$2.00 per minute
3 rd Time Late:	\$5.00 per minute
4 th Time Late:	\$5.00 per minute & a letter of warning of removal from the daycare program.
5 th Time Late:	*Removal from the daycare program.

Late fees will be applied upon the time the parent and child leave the building (not upon entry).

Late fees will be invoiced to your account immediately.

SNACKS & LUNCHES

If your child brings his/her lunch and snack to school please keep in mind that **good nutrition** is emphasized and that when afternoon snack time arrives, the children tend to be very hungry. Remember to provide the necessary eating utensils for your child.

Please label your child's lunch box/bag/containers.

Please do not send breakable bottles or containers, carbonated drinks, candy and/or gum. We have numerous students with severe peanut/nut allergies in the school. Please ensure that food sent to the school does not contain any peanut/nut or traces of peanuts/nuts. We are a nut sensitive school. We ask that you are diligent regarding this matter.

MEDICATION

In order to administer a prescribed medication to a child, Daycare requires written parental authorization (**FORM B**). A signed waiver and written instructions from a physician must accompany any medication to be administered (**FORM A**). **Forms are available from the School Office.** All medication must be in the original containers, labelled with the child's name, the doctor's name, the dosage and the expiry date. These items are usually found on the prescription on the medication container.

SECURITY

Children must be brought into the Daycare each morning by the parent or guardian, regardless of the grade/age of your child, the weather or schedules. Parents **MUST** accompany their child into school each morning. An attendance book will be at the daycare door that parents must initial each and every morning.

Children must be picked up by their parent or guardian or by someone indicated on the registration form. If someone, other than those indicated on the registration, is to pick up your child, the Technician, must be advised in advance and in writing. Any person other than the parents, picking up a child from the daycare must present a form of identification. If your child is to leave the daycare alone – they are walking home, written confirmation is required.

The Daycare is housed in several classrooms within the school. Parking is available in the teacher's parking lot until **8:20AM**.

The inside doors at the Daycare entrance are locked in the mornings. Parents must ring the buzzer in order to gain entrance. The outside gate and outside door will be opened at 7:00AM, and locked at 8:20AM. If you arrive with your child after this time, please park in the church parking lot on Ste. Anne Street and make sure to cross your child safely and bring him/her to the daycare through the school yard. *Parents are required to accompany their child/ren to the daycare doors every morning.

In after school daycare, children will not be released to a parent prior to 3:45pm. If your child needs to leave school at 3:25pm when the bell rings, you must write a note to the teacher and he/she will be considered a walker that day. You must then pick up your child on Sainte-Anne Street where the walkers are dismissed from school. **NO PARENTS ARE ALLOWED IN THE STAFF PARKING LOT FROM 3:25PM UNTIL 3:45PM.**

When picking up your child at 3:45PM at the daycare, please report to the daycare educator on duty. A Daycare Educator will meet the parent at the door and call for your child. The daycare educator will write the arrival time of the parent each afternoon. Every Friday, the parent will be asked to sign the attendance sheet. Parents and/or children are not permitted to wander the halls or enter the classrooms after regular school hours. With the large number of students attending the daycare, it is imperative that we follow these procedures. As well, we are unable to accept telephone requests to have children ready for pick up in 5 minutes or at a specified time or send them unaccompanied to a waiting vehicle.

Students are **not permitted to return to their classrooms or go upstairs** following the first 15 minutes of the after school daycare program. Forgotten items or homework may be retrieved the following day.

POLICIES OF THE SERVICE

Children are expected to behave within the code of behaviour set out by St. Charles School (respect, courtesy, good manners and appropriate language).

Serious discipline problems will result in suspension from the program for a period of time determined by the School Administration. Parents will receive an initial warning letter regarding misbehaviour and the consequences. Suspension from the Daycare will follow if the problem persists and if a child continues to misbehave.

Children will not be permitted to leave the school grounds unless a special activity is planned, and then only with parental consent and written permission.

Should your child become ill during the day, we will contact the parent as soon as possible or use the emergency names and numbers listed on our registration form. Parents are required to make arrangements to have their child picked up A.S.A.P.

Outdoor play is an integral part of our program and the school policy is: **If your child is well enough to be in school, he/she is well enough to go outside.**

Children must dress appropriately for outdoor play. All clothing should be labeled with your child's name. In the winter your child may keep his/her shoes at school, however we ask that all winter clothing be taken home each night.

If your child is sick with anything contagious, please keep him/her home but notify the office.

We offer a supervised homework period in the after school program. Children in grades 3, 4, 5 & 6 are obliged to stay in the homework room for 30 minutes each day, as per government regulations. The daycare educator is available to encourage and assist with homework, **but homework is the responsibility of each child.** Parents are expected to ensure that their child has completed his/her homework.

Personal game boys, cell phones, I Phones, I Pods, etc...are not permitted in the Daycare. Only I Pads that belong to the daycare may be used. The school will not assume responsibility for the loss or theft of such items.

NO PETS ARE ALLOWED to accompany the adult into the school yard or building.