



MARGARET MANSON ELEMENTARY SCHOOL

2016-2017 Lunch and Daycare Program Information Package

At Margaret Manson the Daycare Technician is responsible for the day-to-day operations of the program. The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare Service.

Daycare Educators provide a planned program of arts and crafts, gym activities, outdoor play and special projects. In addition, there is a designated homework period for students in grades 2-6. The ratio of students to educator is 20:1.

POLICIES OF THE SERVICE

This applies to both the Daycare and the Lunch program.

- Children are expected to behave within the code of conduct set out by Margaret Manson School (respect, courtesy, good sportsmanship, appropriate language and respect of school property and the personal property of others). The Système de contraventions will be followed. Please see your child's School Agenda for the details.
- Serious discipline problems will result in suspension from the program for a period of time determined by the Administration. Parents will receive an initial warning regarding misbehavior. Suspension from the Daycare/Lunch Program will follow if the problem persists.
- Children will not be permitted to leave the school grounds unless a special activity is planned, and then only with parents' written permission.
- Should your child become ill during the day, we will contact the parent as soon as possible, or use the emergency numbers listed on your registration form.
- Outdoors is a very integral part of our program and our policy is:
If your child is well enough to be in school, he/she is well enough to go outside.
- If your child is sick with anything contagious, please keep him/her home AND notify the school.
- Parents must complete the appropriate forms before any medication can be administered to a child (form available from the school secretary).
- 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 outer clothing be taken home daily.
- Daycare has a supervised homework period in the after school program for students from grades 1 to 6. The completion of the homework is the responsibility of the Parents.
- iPods, cell phones, toys, chewing gum etc. are **not permitted** in the Daycare. They should not be brought to school.

Failure to abide by the policies and procedures of the Daycare/Lunch Program could result in the parent being asked to find alternate care for their child.

Daycare Parent User Committee:

- a) Is formed by the governing board upon the request of at least three parents who use the Daycare service.
- b) Is chaired by the Daycare Technician.
- c) Is an advisory role.
- d) Provides a forum for consultations and feedback.
- e) Transmits suggestions and recommendations to the principal or the governing board.
- f) Is a liaison for all parents who use the Daycare service.
- g) Focuses on the quality of Daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the Daycare.
- h) May contribute to the development of innovative projects.
- i) Will write a year-end-report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

TELEPHONE NUMBERS

The telephone number for the Daycare is: 514-630-9179.

In addition, when you call the school phone number (514-694-7808), you have the option to reach the Daycare.

HOURS OF OPERATION

The Daycare is open Monday through Friday according to the school calendar.

7h00 – 7h55 before school

11h20– 12h30 lunch

14h30 – 18h00 after school

- Students not attending morning Daycare should not arrive in the school yard prior to 7:45 a.m.
- There is a Late Fee Penalty for parents who pick up their children after 18:00 hours.

SIGN-IN AND SIGN-OUT

Parents are required to sign their children into the Daycare every morning and sign them out of the Daycare every evening. This is a government regulation that is audited on a yearly basis and affects our funding.

PICKUP PROTOCOL

Parents of Daycare students are asked to pick up only after **2:45**. This will alleviate the congestion in the drop-off/pickup area at the end of school.

Changes to a specific day must be made in writing the day prior for any changes to take the bus or stay in Daycare on a specific day.

Please advise the Daycare and the student's teacher via email the day prior.

No changes will be accepted without 24 hour notice.

As in the past Daycare students and walkers must be picked up at the front entrance. Only Kindergarten walkers are to be picked up at the Kindergarten yard.

REGISTRATION and QUALIFICATION for \$8.10/day DAYCARE

- The Margaret Manson Daycare offers the Government subsidized \$8.10/day daycare program, for up to 5 hours of care per day. *This rate will be amended January 1st, 2017.*
- To be eligible for this program your child **MUST ATTEND** the Daycare a **minimum of 3 days/week** and 2 periods/day (a period being morning daycare, lunch or after school daycare).
- **Your child MUST be registered and attending the program by September 30th for us to receive funding from the government.**

The Daycare office must be advised, in writing, of any changes to your original registration two weeks prior to the first of the month. Those who use the service less than 5 days/week must advise the Daycare, the teacher and the secretary, in writing, of any changes to the original registration.

SUMMARY OF THE 2016-2017 fees

For students in Daycare full-time:

MONTH:	DAYS:	FEE:
AUGUST	1	\$8.10
SEPTEMBER	20	\$162.00
OCTOBER	18	\$145.80
NOVEMBER	19	\$153.90
DECEMBER	17	\$137.70
JANUARY	16	TBA
FEBRUARY	19	TBA
MARCH	18	TBA
APRIL	16	TBA
MAY	21	TBA
JUNE	16	TBA

This rate will be amended January 1st, 2017.

For student in Daycare less than 5 days per week the rate is as follows:

\$8.10 per day for Daycare days.

\$2.50 per day on lunch supervision only days.

\$13.00 per day for 1-2 days per week Daycare. Plus the monthly Lunch Supervision Fee.

\$13.00 per day for Emergency Drop-in.

STATEMENTS OF ACCOUNT

Statements will be issued mid-monthly via email. Please verify that we have a current email address for you on file.

PAYMENT OF FEES

Payment method options for lunch & daycare fees:

1. Internet payments: each student has a 19 numeric and alphanumeric reference number, which is on the monthly Statement of Account. This number must be used when paying online thru your bank.

When you add Lester B. Pearson as the payee it will list COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE to select for payment.

2. Postdated cheques must be forwarded in September. We use a post-dated cheque system for September through May. You will be invoiced for the month of June.
3. If the above methods of payment cannot be used, we will accept cash.

- **All types of payments are due the 30th of each month. June must be paid by the 15th of the month.**
- Cheques are to be made payable to: **Margaret Manson Elementary School or M.M.E.S. One cheque per family.**

NSF'S

- Cheques returned to us NSF are to be replaced with cash or a money order plus a \$10.00 administrative cost.
- Failure to make your payments will be dealt with by the procedure set out by the Lester B. Pearson School Board.

LATE FEES

Our late fee is \$1.00 per minute after 18:00 h. The Daycare clock is the correct time. And remember, the charge is based on the time the parent is about to leave the school.

ABSENCE POLICY & REFUNDING

- There will be no refund for occasional absences, snow days, power failures, teacher strikes, family vacations or other emergencies.
- **If you are withdrawing from the Daycare program, notification must be given 2 weeks prior to the first of the month.**

CHILD TAX CREDIT RECEIPTS

- Child Tax Credit receipts for the Daycare (Federal/Provincial) will be issued in February.
- The provincial Relevé 24 Child Tax Credit receipts are not issued to those in the \$8.10/day program.
- Receipts will automatically be issued to the mother unless otherwise requested.

PEDAGOGICAL DAYS

- The Daycare is available on pedagogical days to those students registered in the Daycare Program.
- A registration form for all Ped. Days will be sent home the first week of school.
- **Changes to your registration must be made 1 month prior to the Ped. Day otherwise there will be no refunds for the Ped. Day**
- We must have a minimum of 30 students registered to offer daycare services on a Ped. Day.
- **The cost of a Ped. Day is \$10.00 for the day. This fee consists of the supervision fee of \$8.10 (Federal Tax receipt) and \$1.90 (Provincial & Federal Tax receipt).** There could also be a special

activity fee /activity & bus fee added to this amount. These fees will be bill the month of the Ped Day and will appear on your Statement of Account.

- Space is limited on Ped. Days as the teachers are working in their classrooms. Outings will be organized based on the number of children registered for each day.
- These outings will be either for the whole group or for specific grade levels. Information will be sent home prior to the specific Ped. Day.
- **We expect that if your child is registered for the Ped. Day, he/she will attend the outing. Daycare will only be offered “in house” to those not wanting to attend the outing if there are a minimum of 20 students.**
- *Great effort will be spent to ensure that the cost for outings remains reasonable.*

HOLIDAYS

The Daycare will be closed on Labour Day, Thanksgiving Day, the Christmas Break, the March Break, Easter Good Friday, Easter Monday & Tuesday, Victoria Day, and during the Summer Vacation.

- **The Daycare may also be closed on any pedagogical day**, designated for professional development by the School Board for the Daycare Educators. This may be a last minute occurrence. You will be given advance notice of any closures.
- The school board may implement an “early dismissal time” at Christmas and on the last day of school in June (e.g. 12:00h). The Daycare is obligated to offer 5 hours of service on these days. Parents will be given advance notice.

NUTRITION - SNACKS & LUNCHES

If your child brings his/her lunch and snack to school please keep in mind that both Margaret Manson School and the Daycare promote **nutritious and healthy** eating habits. Please no junk food, carbonated drinks, candy and/or gum.

Remember to provide the necessary eating utensils for your child.

And please label your child’s lunch box/bag/containers.

We have many nut allergies in the school and therefore ask that you not send any items containing peanuts and/or nuts.

SECURITY

- **The parent/guardian must accompany their child into the Daycare through the main door of the school and sign the sign-in book each morning.**
- Parents/guardian must sign their child out of the Daycare every afternoon.
- The staff parking lot may only be used for drop off/pick up between 7:00 to 7:30 a.m. and after 3:30 p.m.
- Parking or “stopping temporarily” in the 2 Handicap Zones is forbidden at ALL TIMES.
- Daycare students who, on occasion are to take the bus home, must **come to school knowing** that they are to take the bus home and **an email must be sent 24 hours in advance to the secretary, the student’s teacher and the Daycare Coordinator.** A phone call is **not** acceptable.

- No child will be permitted to leave the Daycare on his/her own at the end of the day.
- Children must be picked up by their parent or guardian. If someone else is to pick up your child, the Daycare Technician must be advised in advance and in writing.
- The Government requires a record of the time the parent picks up their child. A binder is provided for parents to sign their child out of Daycare. **This is also a valuable security measure for all.**
- An educator will meet the parent at the door and will call for their child to get ready to go home. Parents are not permitted to wander the halls or enter the classrooms after regular school hours. Educators will have your child meet you in the front foyer.
- Students are **not permitted to return to their classroom or go upstairs** after the first 15 minutes of the after school daycare program. Forgotten items may be retrieved the following day.

HOMEWORK PERIOD

As Homework is a very important part of the School Curriculum, we have established a Homework Period for all Grade 2 to 6 students attending the Daycare.

The Homework Period will take place Monday to Thursday at 3:10pm, after a brief afternoon recess. The duration will vary from 25 minutes to 45 minutes depending on the grade level.

Each student must stay in their assigned Homework Class. In this class each student is expected to do homework assignments or read. No other activities will take place during Homework Period.

Should a student have no homework or be finished then he/she will be asked to read for the balance of the time. Therefore each student must have reading material on hand.

This Homework Period is intended to be a quiet time for all to focus on their work. Disruptions will not be tolerated.

The Daycare Educators will help guide the students through the Homework, but the completion of the Homework is the responsibility of the parent. Please continue to review your child's work.

We will gradually integrate the Grade 1 students into this routine through the year.

After Homework Period students will have regular Daycare activities available.

MARGARET MANSON LUNCH PROGRAM

- The Margaret Manson Lunch Program is the responsibility of the Daycare Technician.
- The children are supervised by Daycare Educators and/or Lunch Supervisors.
- The ratio of students to supervisor is 25:1.



TELEPHONE NUMBERS

The Daycare phone number is: 514-630-9179.

In addition, when calling the school telephone number (514-694-7808), our phone system will ask you to reach the Daycare.

HOURS

- The lunch hour at Margaret Manson is 11:20a.m. to 12:30 p.m.
- Children not attending the lunch program should not arrive in the school yard prior to 12:25 p.m.

REGISTRATION, FEE STRUCTURE and PAYMENTS

The Lunch Supervision Fee is now charged & invoiced per day.

\$1.95 per day

MONTH:	DAYS:	FEE:
AUGUST	1	\$1.95
SEPTEMBER	20	\$39.00
OCTOBER	18	\$35.10
NOVEMBER	19	\$37.05
DECEMBER	17	\$33.15
JANUARY	16	\$31.20
FEBRUARY	19	\$37.05
MARCH	18	\$35.10
APRIL	16	\$31.20
MAY	21	\$40.95
JUNE	16	\$31.20

For your child to be registered in the lunch program you must complete the lunch/daycare program registration form with all required information. Specific days must be chosen for part time use.

Please note the Rates for 2016-2017 may vary.

- Emergency drop-in fee is \$5.00 per lunch.
- This emergency service is not to be used more than 4 times per year.
- Please phone the Daycare as soon as you know you will be requiring the emergency service.
- Payment methods same as Daycare payment methods.
- **If your child is not attending the lunch program on any one specific day, please inform the Daycare.** Attendance is taken every lunch hour.

Any changes to your registration must be submitted in writing prior to the first of the month.

NSF'S

- Same as Daycare

ABSENCE POLICY & REFUNDING

- There will be no refund for occasional absences, snow days, power failures, teacher strikes, family vacations or other emergencies.
- **If you are withdrawing from the Lunch Program notification must be given prior to the first of the month.**

CHILD TAX CREDIT RECEIPTS

- Child Tax Credit receipts for the Lunch Program (Federal/Provincial) will be issued in February.
- Replacement tax receipts will be issued upon request at a cost of \$10.00 per receipt.

POLICIES of the PROGRAM

- Same as Daycare

NUTRITION AND YOUR CHILD'S LUNCH

- Both Margaret Manson School and the Lunch Program promote **nutritious and healthy** eating habits for our students. Please consider this when packing your child's lunch. Please, no junk food, carbonated drinks, candy, and/or gum. Please label your child's lunch box/bag and/or any containers.
- **We have many nut allergies in the school and therefore ask that you not send any items containing peanuts or nuts.**