

SIGN-IN/SIGN-OUT

Parents are expected to come into the building with their child(ren) and sign them in; as well they are expected to come in to pick them up in the afternoon.

Please refrain from using your cell phone when dropping off or picking up your child(ren) as they require your full attention at these key transition times.

HopHop App

This is an easy mobile app that connects

Daycare to parents. By using this app, you will inform Daycare of your time of arrival and who will be picking up your child, ensuring a safer dismissal. Thus, your child(ren) will be ready and waiting for you.

EMERGENCY CLOSURES

If the school should announce a closure, the Daycare could be closed also. The announcements will be posted on the School Board's website, FB page, as well as on the radio



PEDAGOGICAL DAYS

The hours are from 7:00AM-5:30PM. There will be no school bus services on these days.

A planned activity for each Ped Day may be spent in school or out on a field trip.

The base fee is \$15.55 plus an activity fee. These fees are not refundable.

An invitation letter will be e-mailed to parents 2 weeks prior to the date and must be returned signed, with payment 1 week

prior to the date. Registration will not be accepted after the the deadline.

For Ped Day field trips, spaces on the bus are limited, therefore registration will be on a first come first served basis.

Children must have a pair of shoes for Daycare as they will not be permitted to go to their classes to get their shoes.

Outdoor shoes are permitted in Daycare.

PAYMENTS

Daycare payments are due by the 1st of the month or as soon as an invoice has been generated and sent. We accept online payments only.

Should the previous month's payment not be received in full, parents will be required to settle the outstanding account prior to sending their child back to Daycare. Parents with outstanding balances will not be able to register their child for Ped Day activities or Daycare for the following year.

Tax receipts will be issued in February to the parent who makes the payment.

NSF Cheques: \$5.00 per cheque.

Late Fees: \$1.00 per minute late.

MOUNTAINVIEW DAYCARE SERVICE CONTRACT



2001 RUE GUY
DEUX MONTAGNES, QC.
J7R 1W6

OPERATING HOURS:

AM: 6:30-8:45

PM: 3:38-6:00

PED. DAYS: 7:00-5:30

Sharon McCulloch
Daycare Technician

Email: smcculloch@swlauriersb.qc.ca

Tel.: 450-621-7780 ext. 6316

Fax.: 450-472-6804

GENERAL INFORMATION

Welcome to Mountainview Daycare, which is a MEQ subsidized Daycare service, therefore the MEQ fees are in effect. Students who are not registered will pay a fee determined by the administration and accepted by the school's Governing Board. Your child(ren) must be registered and attending by September 30, in order to benefit from the MEQ allocations.

PHILOSOPHY AND GOALS

- To ensure the safety and well-being of your child
 - To provide physical, art and recreational activities that contribute to your child's overall development
 - To help and encourage social skills such as cooperation and respect
 - To provide each child with a safe, fun and relaxing Daycare environment
- Along with the philosophies and goals of our school, the Daycare staff will give your child(ren) the care and tools to begin and end his/her day in a positive direction.

REGULAR DAYCARE USERS

A regular Daycare user attends Daycare at least 1 day a week. The fee for a regular user is **\$9.20 per day** per child. The payer is expected to pay for the number of days for which their child has been registered; there will be no reimbursement for days absent.

LUNCH SUPERVISION FEES:

- Regular 5 day users do not pay
- Regular 4 day users pay 20%
- Regular 3 day users pay 40%
- Regular 2 day users pay 60%
- Regular 1 day user pays 80%

If at any time during the school year you no longer need Daycare services, you will be responsible to pay supervision for the remainder of the year.

Occasional Daycare Users

An occasional registered user attends Daycare occasionally. The fees for an occasional user are \$20.00 per day whether they attend morning, afternoon or both. These fees must be paid the day the child attends. The request must be forwarded by e-mail to the Daycare Technician 48 hours in advance.



BUSES

Buses are not available to students who attend Daycare 5 full days a week (AM&PM).

For all other students, schedules must be pre-determined in order to have access to buses throughout the school year.

HOMEWORK

There will be a 30-minute homework/study period every day from Monday to Thursday for Grades 1-6. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

BREAKFAST AND SNACKS

Students can eat breakfast provided by parents from 6:30-8:00. We cannot microwave any food. It is up to the parents to provide a healthy lunch as well as fruit and healthy snacks for after school.



ATTENDANCE

The Daycare educators will take attendance every day.

If there are any changes on scheduled Daycare attendance, parents **MUST** advise the Daycare Technician by e-mail or by phone.

PLEASE DO NOT CONTACT THE SCHOOL SECRETARY FOR ANY CHANGES IN DAYCARE.

Any changes to your child's schedule require a **2-week written notice**. Without a written notice, you will be responsible to pay for the next 2 weeks of service.