



Hours of Operation

We offer Daycare services during three time blocks of a **regular school day**:

Block A - Before School: 7:00 – 9:00 am

Block B - Lunch: 12:35 – 1:35 pm

Block C - After School: 3:40 – 6:00 pm

Parents who pick up their child on a regular school day after the 6:00 p.m. closing time will be charged \$1.00 for every minute after 6:00 p.m. To avoid any conflict or misunderstanding, the time will be determined by the school clocks and the daycare educator. Billing for late pickups will be included on the monthly invoice. Parents must sign a late fee form.

All levels, with the exception of Kindergarten, have a compulsory homework period of at least 30 minutes. If your child does not have homework or chooses to complete it at home instead it is expected that he/she will work quietly so as not to disturb the other students.

On Pedagogical Days the daycare is open from 7:30 a.m. until 5:30 p.m. Parents must register their children by signing them up for the pedagogical day. Since Jules Verne is a smaller school, we are unable to offer parents 2 options per pedagogical day (activity and/or no activity). Pedagogical day services are optional and the daycare is not permitted to run a deficit.

Closings: Daycare is closed on legal holidays and school holidays (Christmas and March break). If the school is closed for reasons beyond our control (inclement weather or other unforeseen circumstances) the Daycare will be closed as well.

Additional Information

In order to facilitate dismissal procedures, please inform the Daycare before 12:30p.m. if your child will not be attending after school.

No medication can be given without the parent/guardian's consent. Please provide the original pharmaceutical container with the child's name, dosage, duration of treatment and doctor's name. Consent Forms can be obtained through the office.

Students are required to bring a non-perishable snack for the snack period after school. This snack should be in addition to their regular lunch. Please remember that Jules Verne is a **Nut-Safe School**.

Students enrolled in Daycare must follow a regular schedule if they require the use of the school buses. This fixed schedule can be modified twice during the year. For safety reasons, students will not be permitted to take the bus on days which are not regularly scheduled. If a change of daycare days is necessary, parents must pick up their children from the school.

Programs are planned by the Daycare Educators monthly. They may include arts, crafts, gym, outdoor play and special activities. Please consult your child's educator's calendar outside the daycare entrance.

JULES VERNE

Daycare Information Pamphlet



**JULES VERNE ELEMENTARY
SCHOOL**
**1701, RUE DE L'ÉCOLE
LAVAL, (QC)
H7G 1V5**

Paula Freitas
Daycare Technician
(450) 680-3050

ext.7816

Fax: (450) 662-5543

pfreitas@jverne.schoolqc.ca

<http://jverne.schoolqc.ca>



Registration

Jules Verne Daycare services are available to all students registered in our elementary school.

Students can be registered by completing a **Registration Form** which may be obtained from the Daycare technician.



Please note that your child must be registered and present in the program by Sept. 30 in order for us to receive funding from the government.

Parents who wish to withdraw their child from the Jules Verne Daycare must give one week's written notice to the daycare technician.

Status

Regular/Full Time Basis: Users who use the daycare on a regular basis of three, four or five days/week.

Part Time Basis: Users who use the daycare on a constant basis of one or two days a week.



Occasional Basis: Users who use daycare services on an irregular or occasional basis.

Regular user fee is set by MEES and subject to change

Payment



Regular Daycare users will be billed monthly. The cost is \$8.10 per day*, per child. The invoice must be paid by the first week of each month. Cheques must be made payable to **Jules Verne Daycare**. We are offering parents the opportunity to make payments via Debit, Visa or MasterCard. Parents can make a payment in person during school office hours from 8:30 a.m. to 4:30 p.m. It is now possible to pay daycare fees online.

The previous month's bill must be paid in order for Daycare Service to continue. Failure to make payment in full will result in the termination of Daycare services immediately. Returned cheques will be charged \$5.00 for N.S.F. fees. Payments must be given to the Daycare Technician or to the Educator on duty.

Occasional Basis: Users are charged \$15 per day per child and are expected to pay on the same day.

Billing for **Pedagogical Days** will be included on the monthly invoice. The cost is **\$16.10 per day**, per child. Additional fees will be charged for the activity that has been planned. Students who are registered but do not attend on Pedagogical Days will not be refunded.

Tax Receipts for Daycare will be issued during the month of February. Federal tax receipts will only be issued to full time users (3-5 days/week). Both Federal and Provincial receipts will be issued to part time and sporadic users (1-2 days/week).

Regular users who are absent are responsible for full fee payments for at least the first five consecutive days of absence.

Code of Conduct

The same rules apply for Daycare users as they do in school.

Students, who persistently defy the Daycare rules, putting the safety of others at risk, may be suspended from using the Daycare services.

Safety & Security



Students may not leave daycare alone without written authorization from a parent (to walk home). If someone other than the child's parent is picking the child up from Daycare, written authorization must be given by the parent. In an emergency, please call the Daycare and inform the person who is picking up your child, that they will be required to show valid photo identification (driver's license/Medicare card).

Parents are required (by the government) to sign the sign out book when picking up their child from Daycare for safety and auditing purposes.

Parents and students are not permitted to circulate in the school after 3:25 p.m. Students are responsible for bringing the necessary materials with them. Parents must wait at the Daycare entrance for their children to be called.