



## Cedar Street DAYCARE

Daycare information – Rules of operation

<b>Name of daycare technician:</b>	Isabelle Matte
<b>Daycare phone number:</b>	450-550-2613
<b>E-mail address of daycare technician:</b>	13daycare@rsb.qc.ca

# Table of Contents

1. Registration and attendance .....	3
2. Availability of daycare services.....	3
2.1 Hours of operation .....	3
2.2 Time periods.....	3
2.3 Closure of daycare services.....	4
3. Status of user .....	4
3.1 Regular daycare use.....	4
3.2 Sporadic.....	4
4. Fees for daycare services .....	4
4.1 Fees for regular daycare use .....	4
4.2 Fees for sporadic daycare use .....	4
4.3 Pedagogical day fees:.....	5
4.4 Other fees: .....	5
4.5 Absences and reimbursement.....	5
4.6 Invoices .....	5
4.7 Payment .....	5
4.8 Tax receipts.....	6
5. Arrival and departure of students.....	6
6. Rules of conduct.....	7
7. Meals and snacks .....	7
8. Health and safety.....	7
8.1 Medication and illness.....	7
8.2 Ratios.....	7
8.3 Student attire for activity readiness.....	7
9. Daycare activities.....	8
9.1 Routine tasks.....	8
9.2 Planned activities.....	8
9.3 Pedagogical days in daycare services.....	8
10. Appendix 1.....	9

## RULES OF OPERATION

This document is intended for the parents / guardian of any child using the school daycare services.

### 1. Registration and attendance

- All students registered at Cedar Street school are eligible to enroll in daycare services. For parents / guardians wishing to avail themselves of these services, a registration form must be completed to provide the required information pertaining to the child, as well as to indicate the days and time periods for which these daycare services are required. This form must be signed by the parent / guardian and returned to the school daycare services. For **returning students** requesting daycare services, registration is done online through **Mozaik-Inscription**.



**Note:** For a child to be eligible for daycare services, the parent / guardian account must be in good standing. Accounts with outstanding balances from the previous year (from any Riverside School Board daycare services) will not be accepted until the balance owing has been paid in full or specific arrangements have been made to settle the account.

- Use of daycare services must respect the scheduled days and time periods indicated on the registration form. The daycare must be notified in writing of any changes to the established schedule, including absences, additional days required, etc.
- In the case of a **withdrawal** from daycare services, the parent / guardian must notify the daycare in writing at least 2 weeks prior to the withdrawal date.

### 2. Availability of daycare services

#### 2.1 Hours of operation

- Daycare services are available from 7 a.m. to 6 p.m. on both regular school days and pedagogical days. Supervision of students registered for daycare services is only provided during these hours. Students may not be left unattended on school premises.
- It is essential to respect the opening hours of the daycare services

**Note:** Failure to respect the opening hours of the school daycare services may result in the suspension or removal of the parent / guardian's right to access these services for their child.

#### 2.2 Time periods

REGULAR SCHOOL DAY		
Period	Times	Duration
1. Morning	7 A.M. to 7:55A.M.	55 minutes
2. Lunch	11:20A.M to 12:10P.M.	50 minutes
3. Afternoon	2:30 P.M. to 6:00 P.M.	3:30 hours

There are no set periods of time on **pedagogical days**. The opening hours remain the same as on regular school days. Note: The **pedagogical days** can be found on the official school calendar.

## 2.3 Closure of daycare services

### Holidays

- The daycare services are closed for all legal holidays, as well as for the winter, March and summer breaks, as outlined in the official school calendar.

### Emergency Daycare Closure

- In the case of an emergency school closure due to inclement weather or any other unforeseen circumstance, Riverside School Board will notify the community. This may include a message posted on the Riverside website, social media and specified radio stations. Any particular action to be taken by the parent / guardian will be communicated. Unless otherwise indicated, when a school is closed, the daycare services are also closed.



## 3. Status of user

### 3.1 Regular daycare use

A child is considered to be a **regular daycare** user if the following conditions are met:

- They are registered for and use the daycare services at least 1 day per week.
- They are registered for and use the daycare services for a minimum of 2 time periods per day, as per section 2.2 (must include the lunch period plus either the morning or afternoon period, or both).

### 3.2 Sporadic

A child is considered to be a **sporadic daycare** user if :

- They use the daycare services for less than 1 day per week.
- They attend one period per day.

## 4. Fees for daycare services

### 4.1 Fees for regular daycare use

- The maximum daily fee is determined by the Ministry of Education: \$ 9.20 .
- This daily fee applies to the use of daycare services for a **maximum of 5 hours per day**.
- If more than 5 hours of daycare services are required, an **additional fee of \$ 3.50** per additional hour will be charged.
- For those students registered for attendance between one to four days, the scheduled days cannot be exchanged. If daycare services are needed on days other than the scheduled ones, **additional** fees will be applied (sporadic rate).
- For regular users, registered and attending the daycare service prior to October 1<sup>st</sup>, the **noon hour supervision fees** for those days where daycare services are required is included in the daily daycare fees.
- For regular users, registered and attending the daycare service prior to October 1<sup>st</sup>, on days where daycares services are not required, the noon hour period fees must be paid to the daycare and will appear on the statement of account.
- **Note** : The noon hour period fees are determined by the Governing Board : \$ 1.20 .



### 4.2 Fees for sporadic daycare use

- The fee is determined by the Ministry of Education according to the hours of operation.
- The fee for the morning period (as per 2.2) is \$ 2.80 .

- The fee for the afternoon period (as per 2.2) is \$ 10.50 .
- For the students whose attendance is sporadic, the noon hour supervision fees must be paid to the school and will appear on the school statement of account.
- **Notes:** The noon hour supervision fees are determined by the Governing Board.  
All fees are rounded to the closest \$0.05.

#### 4.3 Pedagogical day fees:

- The fee for the use of daycare services on pedagogical days is determined by the Ministry of Education.
- This daily fee applies to the use of daycare services for a maximum of 10 hours.
- If more than 10 hours of daycare services are required, an additional charge of \$ 3.50 per hour will be invoiced.
- For specific activities on certain pedagogical days, an additional fee may be charged.
- On pedagogical days when special activities are organized with outside companies or organizations, all students registered for the day must participate in the planned activity. The cost for the day, including entry or transportation fees where applicable, is determined by the actual cost of the special activity. This cost is added to the basic fees for the use of daycare services on pedagogical days.



#### 4.4 Other fees:

- Students picked up beyond the stated hours of operation of daycare services will be charged \$ 1.00 per minute.

#### 4.5 Absences and reimbursement

- No reimbursement will be provided for absences of one week or less.
- A reimbursement will be provided for absences of more than one week when the request is supported by a medical note.
- If a student is absent by virtue of a decision from the public health authorities, no charge will be levied from the parents of this student for daycare services during that period.

#### 4.6 Invoices

- At the beginning of each month, an invoice will be sent by email to the parent / guardian of any student using the school daycare services. This invoice will also be published to their Mozaik Portail account.
- Where there is shared custody, a legal custody agreement should be provided to the school. Each parent will be invoiced according to their required use of daycare services and in keeping with the specifications of the legal custody agreement.

#### 4.7 Payment

- Online payments are the preferred method (see procedure in Appendix 1).
- Every parent / guardian has an assigned reference number for each of their children attending the school daycare services, to be used for online payment.
- The reference number of the parent / guardian is specific to the daycare services of a given school and is not transferrable to a different school.
- The reference number starts with SG and can be found under the name of the parent / guardian on the statement of account.

- Payment can also be made by cheque. The child's name must be indicated on the cheque.
- Payment can also be made in cash. Receipts will be issued for cash payments.
- Monthly fees must be paid by the end of the month; June fees must be paid by June 15th at the latest.
- **Note:** Repeated failure to pay daycare fees within the timeline specified can result in the suspension of daycare services.

#### 4.8 Tax receipts

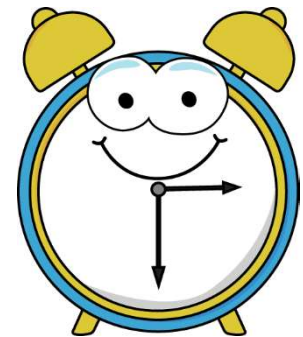
- Tax receipts are issued in February for the previous fiscal year.
- The tax receipts are issued to the payer.
- No changes can be made at tax time in terms of the identified payer.
- For payments in cash, the person to whom the receipt was issued will be provided with the tax receipts.
- For internet payments, the person whose reference number was used to make the payment will be provided with the tax receipts.
- For payments by **cheque**, the person who has signed the cheque will be provided with the income tax receipts.
- The social insurance number of the payer is **mandatory** for each payer. Refusal by the payer to provide a social insurance number must be provided in writing.

#### Fees eligible for income tax receipts

Daycare services	Federal tax receipt	Provincial tax receipt
Regular daycare services	Eligible	Non-eligible
Sporadic daycare services	Eligible	Eligible
MEQ rate for pedagogical days	Eligible	Non-eligible
Difference between the MEQ rate and the board rate for pedagogical days	Eligible	Eligible
Activity fees on pedagogical days	Non-eligible	Non-eligible
Late pick up fees	Eligible	Eligible
NSF fees (if applicable)	Non-eligible	Non-eligible
Late payment fee (if applicable)	Non-eligible	Non-eligible

#### 5. Arrival and departure of students

- For the morning period, students will be greeted by a daycare staff member upon their arrival. It is the responsibility of the parent / guardian to ensure their child has been taken in charge by the daycare services.
- For the afternoon period, students must join their educator and daycare attendance will be taken.
- A parent / guardian or other authorized person must be identified by a daycare staff member at the time of pick-up in order for the child to be released from daycare services (photo identification of the adult may be required). **Note:** Only authorized persons will be allowed to leave with daycare students.
- The name of the person picking up the student and the time at which this occurs must be recorded



on the attendance sheet. When signed out, the student must leave with their parent / guardian or other authorized person.

- Written authorization is necessary for any student to be permitted to leave alone.
- Daycare services must be notified if:
  - The student will be picked up by someone other than the parent / guardian or other authorized person;
  - The student will be absent from the daycare services on a scheduled day.
- In the case of ambiguity as to whether a student must use the daycare services or not on a specific day, they will by default be kept at the school, within the daycare services, for safety reasons.
- There is **no bus service on pedagogical days**, therefore parents must bring their children to the daycare and pick them up at the end of the day.

## 6. Rules of conduct

- The school rules of conduct also apply to students when attending the daycare services.
- A lack of adherence to these rules of conduct may result in a suspension or the dismissal from daycare services.
- For the afternoon period, students are expected to have with them all of their belongings and any required materials, as they will not be permitted to return to their classroom.

## 7. Meals and snacks

- Meals and snacks are to be provided by the parent / guardian, unless otherwise advised by daycare services.
- Considering that many students have severe food allergies, no nut or peanut products are permitted.
- On pedagogical days, there is no cafeteria / lunch service; children attending daycare services on these days must bring a lunch and snacks.



## 8. Health and safety

### 8.1 Medication and illness

- In order that any medication be administered to a student by the staff of the daycare services, a consent form must be completed by the parent / guardian. The original pharmacy container is necessary.
- If a student becomes ill while in daycare services, the parent / guardian will be contacted. If the parent / guardian cannot be reached, the emergency contact listed on the registration form will be called. Arrangements must be made to have the student picked up as soon as possible.
- In the case of an accident, emergency services will be contacted and first aid will be administered as necessary. Parents will be contacted as soon as possible. If an ambulance is required, the cost will be covered by the parent / guardian.

### 8.2 Ratios

- The educator-student ratio is established by the Ministry of Education:
  - 1 educator per 17 students in 4-year-old kindergarten
  - 1 educator per 20 students for 5-year-old kindergarten through to grade 6, inclusively

### 8.3 Student attire for activity readiness

- Daycare students go outside all year-round and as such, must be dressed appropriately for the weather conditions.
- Running shoes are required for all gym activities.

## 9. Daycare activities

The daycare Activities Program includes routine tasks and planned activities.

### 9.1 Routine tasks

Routine tasks include attendance, snack, outside play and a homework period. Note: A homework period is offered to students from grades 1 through 6, in a quiet and safe environment that enables concentration. The period lasts from 30 minutes to one hour according to the child's grade level. Educators can offer support to the children but do not correct the homework. Parents remain responsible for ensuring that the homework is completed.

### 9.2 Planned activities

Planned activities are prepared and animated by the educators. They are specifically designed to meet the needs and interests of the group, as well as to promote the global development of the students. Planned activities also support the attainment of the objective identified in the school's educational project. Planned activities may include arts and crafts, science and technology, physical activity, cooking, drama and music activities.

### 9.3 Pedagogical days in daycare services

Pedagogical days in daycare services may include special activities that are organized with outside companies or organizations. In this case, all students registered for the day must participate in the planned activities. Registration forms for pedagogical days are sent by email or can be picked up at the daycare. They must be returned prior to each pedagogical day, by the indicated deadline. It is the responsibility of the parent / guardian to complete the form and return it by the deadline. No late registrations will be accepted. There will be no refunds for cancellations after the deadline, nor will there be if children are absent for the given pedagogical day. Note: Pedagogical days can be found on the official school calendar.







# APPENDIX 1 MEMORANDUM

To: Parents / Guardians of users of school daycare services  
From: Financial Resources  
Subject: **Daycare – Internet Payment**

---

Please note that you may pay your daycare fees online, **through your bank**. In order to make a payment you will need to select the payee as listed below:

Commission scolaire Riverside – **S. Garde**  
or  
Riverside School Board - **Daycare**

On each statement of account, there is a **reference number associated to each parent / guardian, for every student using daycare services**. This reference number must be entered when adding the payee (please see below a sample statement of account that includes a reference number).

**Example:**

**Name of School Daycare**

School address

Commission scolaire Riverside School Board  
7525 Chemin de Chambly  
Saint-Hubert  
J3Y 0N7  
Name of School

**STATEMENT OF ACCOUNT**

Group:	GR.	Fiche:	ID #	Date:	July 7th 2022	Page :	1
				File number:		Class:	G
				<b>Parent 1</b>	<b>Parent 2</b>		
				<b>Ref. number :</b>	<b>Ref. number</b>		
				<b>SG000000000000000005</b>	<b>SG000000000000000037</b>		
				<b>Name Parent 1</b>	<b>Name of Parent 2</b>		
				Address Parent 1 and name of student	Address of parent 2		
				Phone number (home) (450) number	(450) phone #		
				Phone number (work)			

**Notes:**

1. The **tax receipt will be issued to the parent / guardian whose reference number is used to pay daycare service fees.**
2. The reference number (which starts with SG) should only be used for daycare payments.



### **ATTENTION**

**If your child has CHANGED DAYCARE SERVICES or you had a child in Grade 6 the previous school year:**

An 18-character reference number is provided to each parent / guardian for the online payment of daycare fees. This reference number is associated to a particular student and school daycare service.

If your child has changed daycare service, your 18-character reference number for payment will be modified. You will have to **cancel the previous payee** and **add a payee** to your online banking system with the **new reference number** provided by the daycare service.

If you were paying the daycare fees using your grade 6 child's reference number in the last school year and still have another child using the school daycare services, you will have to **cancel the payee** with the reference number associated to the grade 6 child. For payment of daycare fees, you will now need to use the **reference number** associated to the **child remaining in the school daycare service**. **This may require that you add a payee** to your online banking system with the **new reference number** provided by the daycare services for your child still using these.