

2016-2017 HANDBOOK

B.A.S.E. DAYCARE SERVICES

*Edward Murphy School Daycare
6800 ave. Pierre de Coubertin
Montreal QC H1N1T2*



CONTACT INFORMATION

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Commission scolaire English-Montréal
English Montreal School Board

Table of Contents

1. MANDATE	3
2. THE SIX B.A.S.E. EDUCATIONAL CORES	3
3. RULES OF CONDUCT	5
4. REGISTRATION	5
A. CHANGES TO REGISTRATION.....	5
B. POLICY FOR PEDAGOGICAL DAY OUTINGS	5
5. DAYCARE SERVICES SCHEDULE	5
A. DAYCARE SERVICES' HOURS:.....	5
6. FEE STRUCTURE	6
A. REGULAR STATUS	6
B. SPORADIC STATUS	6
C. GUIDELINES.....	7
7. PAYMENT	7
A. MODES OF PAYMENT	7
B. LATE PAYMENTS	7
C. REFUND POLICIES	7
D. TAX RECEIPTS	7
8. SAFETY & SECURITY	7
A. RATIO	7
B. ABSENCES	7
C. CLOTHING	8
D. PERSONAL BELONGINGS.....	8
E. DROP-OFF & AFTERNOON PICK-UP PROCEDURE	8
F. EMERGENCY CLOSURE	8
9. HEALTH	9
A. NUTRITION.....	9
B. ALLERGIES	9
C. ILLNESS	9
D. MEDICATION.....	9
E. INJURIES AND EMERGENCIES	9
PARENT AGREEMENT FORM	10



1. MANDATE

The English Montreal School Board's B.A.S.E. (Before and After School Enriched) Daycare Program is a Quebec government subsidized supervision service offered outside regular class hours for preschool and elementary school children. Its objective is to enhance the lives of children aged four to 12 years old by providing them with enriching educational activities.

The B.A.S.E. mandate is fulfilled as follows:

- Provides a welcoming and nurturing environment that ensures the safety and general well-being of the children served;
- Complements and contributes to the achievement of the school's educational project objectives;
- Promotes a culture of student success by coordinating activities and recreational projects pertaining to six educational cores: Homework and Snack, Creative Arts, Media Awareness, Physical Activity, Environmental Consciousness and Specialty Programs, such as those tailored for children with special needs. All of these programs contribute to the children's overall development.
- Encourages the development of the children's social skills, such as respect, cooperation and openness to other;
- Offers homework support after school by providing students with an appropriate place in which to work and the time and materials they require;
- Builds a professional learning community that contributes to early childhood education and care by upgrading the competencies of the daycare staff through continual professional development and mentoring programs.

2. THE SIX B.A.S.E. EDUCATIONAL CORES

The B.A.S.E. Daycare Program forms partnerships with universities, organizations and professional companies to offer a full range of enriching activities to students at no additional cost to parents. These activities can take place during all daycare periods—morning, lunch and after-school—and are usually offered through three sessions of eight to 10 weeks. **These specialized activities vary from daycare to daycare and complement what the daycare educators are already facilitating with their group of students.**

The six B.A.S.E. Educational Cores:

Homework and Snack Educational Core

The Homework and Snack Educational Core is offered every day of the school year. Children are provided with a nutritious snack and a 45-minute to one-hour homework period in a quiet area. Academic tutoring services can also be provided to students. Homework support does not relieve parents of their responsibility to make sure that their child has completed his or her homework.

Creative Arts Educational Core

The Creative Arts Educational Core offers activities focusing on self expression and providing opportunities for creative fulfillment and personal successes.

Programs include: Drawing Skills, Sculpting, Storybook Creation, Comic Book Design, Drama and Theatre, Puppetry, Glee Club, Song Writing and Filmmaking

Physical Activities Educational Core

The Physical Activities Educational Core gets students moving, learning and having fun in a non-competitive environment. It promotes good health and improved fitness levels.

Programs include: Fitness, Dance, Yoga, Zumba, Soccer, Tennis, Badminton, Basketball, Football, Baseball and Volleyball

Media Awareness Educational Core

The Media Awareness Educational Core helps children become critical producers and therefore, consumers, of media.

Programs include: Animation, Photography, Photojournalism, Newspaper Club, Radio Journalism, Television Journalism and Documentary Film

Environmental Consciousness Educational Core

The Environmental Consciousness Educational Core fosters awareness of the roles students play in the natural environment and caring for the planet.

Programs include: Green Awareness Club, Garden Club, Composting, Recycled Object Art Program, Slow Food Cooking Program

Specialty Programs Educational Core

The Specialty Programs Educational Core develops social, communication and life skills in students, especially those with special needs.

Programs include: Teambuilding, Leadership and Critical Thinking Programs, Therapeutic Horseback Riding Program and Adapted Tennis Program

3. RULES OF CONDUCT

The Rules of Conduct of every daycare are subject to the same policies and procedures as the school, on regular school days as well as on pedagogical days. These school rules are provided in the student's agenda.

4. REGISTRATION

A Daycare Registration Form must be completed, signed, dated and returned to the daycare for **each** child being registered.

A. CHANGES TO REGISTRATION

Parents who wish to make **any change** in their child's status throughout the school year **must fill in a NEW** Daycare Registration Form (signed and dated) indicating the change of schedule.

In addition, parents must provide daycare staff with a minimum of five (5) days notice if changes to the child's status or file need to be made.

In order for daycares to receive government funding, regular students must be registered and attending daycare by September 30th, for a minimum of three (3) days a week and a minimum of two (2) blocks per day.

B. POLICY FOR PEDAGOGICAL DAY OUTINGS

In order for a child to attend a pedagogical day outing, the daycare must receive a **signed Authorization Form** from the parent before the indicated deadline. If a child is registered for an outing and cannot attend, **unless the school is advised within 48 hours, the pedagogical day fee and outing fee are non-refundable.** Any misbehaviour on a pedagogical day will result in the student not being permitted to attend the next/or any future pedagogical days.

No additional registrations can be made the day of the pedagogical day. Furthermore, there is no regular transportation provided on pedagogical days.

5. DAYCARE SERVICES SCHEDULE

Daycare Services are available as of August 31, 2015 on school days and pedagogical days. Daycare Services are not available on Statutory Holidays, during March Break and as of June 23, 2016.

A. DAYCARE SERVICES' HOURS:

- Morning Period: 6:45-8:00
- Lunch Period: 11:55-12:55
- Afterschool Period: 14:25-18:00

6. FEE STRUCTURE

The Daycare fee structure is based on the student's status in the daycare. A student's status is designated as Regular or Sporadic. See tables below.

<i>A. REGULAR STATUS</i>	
DEFINITION: A regular student is one who is registered and attending daycare for a minimum of 3 days a week and a minimum of 2 periods per day (partial or full).	
Fees:	Regular school day: \$8.10 for a total of 5 hours Pedagogical day: \$9.00 for a total of 10 hours (additional fees may apply).
Lunch Fees:	5 days/week: Lunch fees are <u>included</u> in the \$8.10/day for a regular student attending for 5 days.
	4 days/week: Lunch fees are <u>included</u> in the \$8.10/day for a regular student attending for 4 days. If the student attends only at lunchtime on the 5 th day, then <u>lunch fees must be paid for the 5th day.</u>
	3 days/week: Lunch fees are <u>included</u> in the \$8.10/day for a regular student attending for 3 days. If the student attends only at lunchtime on the 4 th and 5 th days, then <u>lunch fees must be paid for the 4th and 5th days.</u>
Tax Statements:	Federal income tax statements are issued for regular school days and pedagogical days.

<i>B. SPORADIC STATUS</i>	
DEFINITION: A sporadic student is one who is registered and attends daycare less than 3 days per week and/or less than 2 periods per day. This includes coded sporadic students who attend the lunch period only.	
Fees:	Regular school day: Fees are based on the blocks/periods of time the student attends: Morning Period: \$8.10/day Afternoon Period: \$11.00/day Morning + Afternoon: \$11.00/day Pedagogical day: \$9.00 (additional fees may apply) *If absent on the day of the activity, fees are NOT refundable.
Lunch Fees:	Lunch fees are not included in the sporadic status.
Tax Statements:	Federal and provincial tax statements are issued for regular and pedagogical days.

C. GUIDELINES

- There is no family rate.
- There are no administrative fees or registration fees.
- There is a late pick-up fee of \$1.00 / minute after 6:00 p.m.
- **** THERE IS A \$10.00 FEE FOR NSF CHEQUES ****

7. PAYMENT

A. MODES OF PAYMENT

A statement of account will be provided at the beginning of each month to all registered students. The methods of payment that can be used are **cash and cheques or post-dated cheques**. Payments must be made before the 30th of every month. Cheques are payable to Edward Murphy Daycare. Upon reception of a cash payment, a receipt will be issued.

B. LATE PAYMENTS

Late payments are unacceptable. The daycare technician will write a letter to the individual concerned. The individual will have a maximum of five (5) days to respond. If the individual fails to respond within five (5) days, the principal and daycare technician will schedule a meeting with him/her to discuss the outstanding debt and make arrangements for payment. Failure to respect the arrangement will result in suspension of daycare services. Once the account has been settled, daycare services will resume.

C. REFUND POLICIES

There will be no refunds for students away on vacation. Refunds will be applied for students who are absent more than five (5) consecutive days due to illness with a medical note.

D. TAX RECEIPTS

At the end of February, the daycare will send tax receipts for the fiscal year to the main payer of the daycare fees. The Social Insurance Number (SIN) of each payer is required upon registration. If a parent refuses to provide a SIN, a waiver must be signed and they will not receive a tax receipt.

8. SAFETY & SECURITY

A. RATIO

Children are supervised at a 1 to 20 ratio.

B. ABSENCES

It is the parent's responsibility to report absences and/or any changes to the child's daily routine according to school procedures.

C. CLOTHING

Children should be sent to school dressed in proper attire as per the school agenda. When the weather permits, the children will go outside to play. Parents are asked to ensure that their child is suitably dressed for outdoor play so that the child can participate in all activities.

D. PERSONAL BELONGINGS

Children are not allowed to bring games, books, dolls or toys to school. The school is not responsible for personal items that become lost or broken.

E. DROP-OFF & AFTERNOON PICK-UP PROCEDURE

- It is the responsibility of the parent to ensure that his or her child enters via the **daycare entrance in the morning** when being dropped off. The entrance to daycare is located on *Arcand Street*, on the east side of the building.
- To pick up your child in the evening please enter via the same daycare entrance as morning drop-off. **For safety reasons, parents will not be permitted to walk past the daycare entrance.** A daycare educator will call your child and he/she will be reminded to bring down all his/her belongings. He/she will not be permitted to go back upstairs to pick up any forgotten item.
- Students are not allowed to leave the daycare alone, with a friend or another adult without written parental consent. If your child is to walk home at any given time, parents must send written authorization to the daycare. **(The parent must sign the note. The note must state that the child is permitted to walk home at any given time and that the daycare is not responsible for the child once he/she leaves the building).**
- Due to the number of students in the daycare and for safety reasons, we will not accept phone calls requesting that children get ready and be sent out by themselves.
- If a parent is unable to pick up their child, the parent must advise the daycare and provide the name of the person responsible for picking up the child as specified on the Daycare Registration Form.

F. EMERGENCY CLOSURE

In the event of an emergency and the school needs to evacuate, the pupils will be brought to:

- *St. Donat Arena on rue De Marseille, located north of our school, across from St. Donat park*

Weather-related closure:

When the English Montreal School Board deems it necessary to close schools due to inclement weather, announcements concerning school closings and the cancellation of bus transportation are given on the following radio and television stations: 88.5 FM, 940 News, 95.1 FM, CBC Radio, CBC TV, CTV, CFMB, CHOM, CIEL FM, CJAD, CKAC.73, CKGM, CKMF, CKOI FM, GLOBAL, Info 690, Virgin Radio 95.9, The Beat 92.5, Radio Canada, RDI, Rhythme FM, TVA.

9. HEALTH

A. NUTRITION

Daycare students are provided with a nutritious snack every day after school as per the EMSB Nutrition Policy. If your child has any allergies, please provide them with a snack from home. We cannot guarantee that the snacks purchased are nut free.

B. ALLERGIES

Allergies or other health problems must be clearly identified by parents on the Daycare Registration Form. Please ensure that the school is provided with an Epi-Pen, if needed. If your child develops an allergy during the school year, the daycare staff must be notified immediately.

C. ILLNESS

We cannot accept students at the daycare who show symptoms such as vomiting, fever or diarrhea. If such a situation arises, we will immediately call the parent to have them come and pick-up their child without delay.

D. MEDICATION

Administering medication to children is a parental responsibility. In order for daycare staff to administer medication, the following must be respected:

- The medication must be prescribed by a doctor. Under no circumstances will non-prescriptive medication be administered.
- The container must have a legible prescription containing all pertinent information.
- A Medical Form needs to be dated and signed by a parent or guardian at the school level. The Medical Form must be submitted with the medication.
- Parents must inform the main office before their child enters the school premises that the above procedure has been followed.

E. INJURIES AND EMERGENCIES

It is inevitable that children will have accidents, but with supervision and preventative measures in place, our daycare will make every effort possible to avoid injury.

Procedures for notifying parents are as follows:

- Head injuries: If a child hits his/her head, however minor it might be, the child's parent will be notified by telephone.
- Head Lice: As per school policy, the child will be sent home so that a treatment can be administered. He/she will be permitted to return once all the lice and nits have been removed.

If there is a medical emergency or a serious accident, daycare staff will take the necessary measures (administer an EpiPen, call 911, give First Aid). Daycare staff will inform the parent at the earliest possible moment.

If transport by ambulance is necessary, the fees will be incurred by the parents.

Thank you for reading the Daycare Handbook.

✓

PARENT AGREEMENT FORM

2016-2017

- ✓ I have received a copy of the 2016-2017 *Edward Murphy Daycare Handbook*.
- ✓ I have read the regulations, rules and procedures regarding the use of the Daycare at *Edward Murphy Daycare*.
- ✓ I agree to abide by the regulations, rules and procedures in all respects.
- ✓ I have discussed the regulations, rules and procedures with my child(ren).

Name of Child(ren) and Grade:

Name of Child(ren)	Grade

Signature of Parent(s):

Date:

P.S. Kindly return this signed agreement to the *Edward Murphy Daycare*.

