

BARCLAY School

Daycare Guide 2021-2022

Principale : Danielle Charland
Daycare technician : Nasséra Haoua
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E-mail : barclay.sdg@cscdm.qc.ca

GOALS

- ✓ To ensure the general well-being of the students.
- ✓ To pursue the global development of the students by elaborating activities according to their interests and needs, in continuity with the school's educational project and in complementarity with the school's educational services.
- ✓ To ensure the safety of the students in conformity with the rules of conduct and safety measures and in accordance with the code of conduct approved by the Governing Board (CÉ).
- ✓ To provide support for children to complete their homework and lessons.

The daycare service includes lunch service and food measure service.

INSCRIPTION

In the current context of the pandemic, we prefer that registration be done online. Parents will receive an email inviting them to fill out the online registration form and send it to Mrs. Nasséra Haoua at barclay.sdg@cscdm.qc.ca. Parents must notify the school secretary by email or phone of any changes (address, travel, phone).

To register your child you must :

- Fill out the registration form. A copy is available at the technician's office.
- You must choose the periods of attendance: morning, noon, and or evening.
- The educational service is available free of charge for all children registered in the 4 year old preschool.

SCHEDULE

Opening hours of the daycare service: 7:00 am to 6:00 pm.

- Educational block 4 years old 8:50am to 11:29am
- Preschool lunch 4-5 years old 11:29am to 1:02pm
- Primary lunch cycle 3 11:32 am to 12:50 pm
- Lunch 1st-2nd cycle 12:07 pm to 1:22 pm
- Afternoon educational block 4 years old 1:02 pm to 3:07 pm
- Closing of the daycare service 6:00 pm

- A **regular** child: is a child who attends at least two partial or full periods per day **AND** at least three or more days per week. (Each day of care consists of 2 or 3 periods, i.e. before school, at noon and after school).
- The fee is **\$8.50 per day** for a maximum of **5 hours per day**.
- **Lunch child**: is a child who attends at least 1 period (**noon**).

FOOD MEASURE

A meal service at \$1.00 per day, the food measure is available to individuals based on annual income.

Fees

PERIOD	FEES
REGULAR (3 days and more) – 1 ou 2 blocs (morning, noon and or evening)	8,50 \$
EXCEPTIONNAL (less than 2 days) – 1 ou 2 blocs	
MORNING : 7am to 8:40am	5,00 \$
NOON : 11:30am to 1:22pm	4,00 \$
EVENING : 3:07 to 6pm	6,00 \$
EXCEPTIONNAL LUNCH PRESCHOOL 4-5 YEARS OLD : 11:30am to 1:02pm	4,00 \$
SPEECH CLASSES (CAM – PRESCHOOL AND ELEMENTARY – TRANSPORTED)	3,50\$
LUNCH ELEMENTARY (Grade 5 and 6) : 11:30am to 12:50pm	
LUNCH ELEMENTARY (Grade 1, 2, 3 an 4) : 12:07pm à 1:22pm	3,50\$
FOOD MEASURE (BEGINNING MID-SEPTEMBER)	1 \$
SINGLINGS : 3:07pm to 3:50pm	2,50 \$
DAYCARE LATE FEES (after 6pm)	1,50\$/mn

Methods of Payment

Parents receive the statement in their email box each month. A statement is also sent in the child's bag or lunch box for parents who do not have an email address. In the current pandemic situation, we prefer to communicate by email. Please provide a valid email address and check your inbox frequently.

Payment can be made by **check**, **credit card** or **online** (Internet).

****Please note that we are not responsible for lost or stolen money sent by your children.**

Removing from daycare or lunch ** Important **

In case of removing the child from the daycare, lunch, or changing the schedule, the parent must notify the person in charge by email or a note in the agenda 15 days in advance, otherwise, the service fees will be charged.

Health condition

If a child has a health problem, the daycare will notify the parents to pick up their child.

No medication can be given to children without written parental consent and proof of prescription from a doctor. A form is available at the technician's office.

Walking in the school building

Parents are not allowed to circulate in the school if they are picking up their children. They must wait at the entrance of the daycare and communicate with the person in charge of the reception while respecting the distancing instructions and the health safety measures posted at the entrance of the daycare.

Meeting with the educator

Parents who wish to meet or speak with their child's educator must meet with the technician to make an appointment. In the context of the pandemic, we prefer to communicate by email or telephone to discuss a situation that concerns you.

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I, the undersigned, acknowledge that I have read the 2021-2022 Daycare Guide - Registration and Payment of Childcare Fees.

Last name of the child: _____

First name of the child: _____

Class group: _____

Signature of the parent : _____

Date : _____