

Hours of Operation

Before School: 6:30 a.m. – 8:40 a.m.

Lunch: 12:15 p.m. - 1:15 p.m.

After School: 3:50 p.m. – 6:00 p.m.

Pedagogical days: 7:00 a.m. - 5:30 p.m.



Sign In/Sign Out

Parents are expected to walk their children to the door, ring the bell and say their goodbyes at the door; as well they are expected to step out of the vehicles at pick up, walk to the door and state who they are here to pick up. Please remain in visible, close proximity so that your children can easily locate you upon exiting.

Staff will take care of signing them in and out.

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

Emergency Closures

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

Bussing

Bussing is not available to students who attend Daycare 5 full days a week (AM and PM). For all other students, schedules must be pre-determined for bussing throughout the school year.



MCCAIG ELEMENTARY DAYCARE INFORMATION

📍 **MCCAIG ELEMENTARY SCHOOL**
Tina Miscio, Principal
Natalie Korb, Vice Principal
501 Northcote, Rosemère (Québec) J7A 1Y1

📞 **Natalie De Ponte, Daycare Technician**
T. 450 621-6111, ext. 6116
ndeporte@swlauriersb.qc.ca



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Payment

Daycare payments are due as they appear on the calendar provided with the registration form. Payments are due **by the last week of the month** and can be made **online, by credit/debit card**, or in **cash** to the daycare technician.

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 children for pedagogical day activities or daycare for the following year.

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

Late Fees: \$1.00 per minute and the parent will be required to sign a form indicating their tardiness.



Regular Daycare Users

A regular daycare user attends daycare at least 1 day a week and 2 periods a day. The fee for a regular user is \$10.00 per day per child. The payer is expected to pay for the number of days for which their children have been registered. There is no reimbursement for days absent (this includes vacations).

- Regular 5 days users do not pay lunch supervision fees.
- Regular 4 days users pay 20% of lunch supervision fees.
- Regular 3 days users pay 40% of lunch supervision fees.
- Regular 2 days users pay 60% of lunch supervision fees.
- Regular 1 day users pay 80% of lunch supervision fees.

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. Notes in the agenda are not acceptable as we do not have access to the students' agendas. **Switching days to make up for a missed day in daycare is not permitted.** (Daycare and school are 2 different entities.)

Any modifications (cancellation or addition of days) to the weekly schedule requires a 2-week written notice.

The schedule can be changed only twice a year.

Non-regular Daycare Users

A non-regular user attends daycare occasionally. The fee for a non-regular user is **\$14.00 per day** whether they attend morning, afternoon or both. The request must be forwarded by e-mail to the Daycare Technician at least 48 hrs before the requested date. Be advised, that a **non-regular user may be denied access to daycare if ratios are too high on their requested day. If ratios allow for their presence in a different group (younger or older grades), they may be re-assigned there for the day.**

Pedagogical days

The hours are from **7:00 am-5:30 pm**. There will be no school bus services on these days. A planned activity for each pedagogical day may be spent in school or out on a field trip. The base fee is \$16.50 plus an activity fee (if applicable). 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, before the deadline (1 week prior to the pedagogical day) **Registrations will not be accepted on the morning of the activity.**

For pedagogical 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. **Students will not have access to their homeroom classes/lockers for forgotten items once daycare begins.**

Homework

There will be a 20-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. This is not a mandatory period but highly encouraged.



Daycare Information

Welcome to McCaig daycare, which is a MEQ subsidized daycare service, therefore the MEQ fees are in effect. Non-regular students who are not registered will pay a fee determined by the administration and accepted by the school's Governing Board. Your children must be registered and attending by September 30, in order to benefit from the MEQ allocations.

Philosophy and Goals

- To ensure the safety and wellbeing of the children
- To provide physical, art and recreational activities that contribute to the children's overall development
- To help and encourage social skills such as cooperation and respect
- To provide children with a safe, fun and relaxing daycare environment

Along with the philosophies and goals of our school, the daycare staff will give your children the care and tools to begin and end their day in a positive way.