



# **School-Based Daycare Services**

## **Parents' Guide**

### **2025-2026**

#### **DR.S.E. McDowell Elementary**

#### **Western Quebec School Board**

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#### **DR. S.E.McDowell Elementary**

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# **DR.S.E.MCDOWELL SCHOOL DAYCARE PARENT'S GUIDE**

## **DAYS AND HOURS OF OPERATION OF DAYCARE SERVICES**

The Western Québec School Board (WQSB) offers school-based childcare services in institutions where demand warrants it. These services are available before and after school hours, on regular school days, as well as on professional development (PD) days in the school calendar.

The program aims to provide students with a safe, stimulating and structured environment, while supporting families who need after-school care. It includes:

- A period reserved for supervised homework
- Snack time
- Supervised physical activities
- Cognitive and creative experiences
- Opportunities for socialization

### Opening hours

Morning	6:45 a.m. to 8:25 a.m.
Lunch Hour	12:00 a.m. to 12:50 p.m.
After School	3:15 p.m. to 5:45 p.m.
Continuing education days	7:30 AM to 5:30 PM

## **ARRIVAL AND DEPARTURE PROCEDURES**

Keeping all children safe:

- No supervision is provided before 6.45 a.m. Children should not be left unattended before this time.
- Parents must ensure that they pick up their children at the scheduled time. A late fee of \$1 per minute is applied after 5 :45 p.m. (or after 5 :30 p.m. on Professional Development days), as per the resolution passed by our Board of Directors
- Parents are asked to use the designated entrances and exits of the school to drop off or pick up their child.

## **PROFESSIONAL DEVELOPMENT DAYS**

Professional Development Days are separate from regular school days and require separate registration.

- Any registration automatically entails fees that remain payable, even in the event of the child's absence.
- The base rate is \$15.20 per day. Additional fees may apply for special events, transportation or field trips.
- Parents must confirm their child's attendance by the deadline indicated in the invitation letter for the Development Day. Participation may be restricted due to limited availability of qualified personnel.
- The daycare service is closed on statutory holidays, end-of-year holidays in August and June, as well as during March break.

## ATTENDANCE

Attendance is an essential element in the proper functioning of our daycare service. Staff register attendance each day to ensure that all registered children are well taken care of. We encourage you to remind your child to hand in any relevant notes about a change in their schedule or routine.

- Please notify the daycare service and the school secretariat by phone or email in the event of your child's absence.
- It is also possible to leave a message on the daycare service's answering machine, which is checked regularly.
- An up-to-date list of students enrolled in the daycare service is sent to educators to facilitate safe transitions.

## BILLING AND PAYMENT TERMS

Each year, parents must fill out an official registration form so that their child can attend the daycare service. Please note that registration will not be accepted for a child with unpaid fees from a previous year or from another school in our School Board.

The daily rate for children registered as a regular student, before September 30 is **\$9.70** per day. This amount is subject to change during the year according to the directives of the Ministry of Education. Students registered in regular time for the daycare service will have the lunch supervision fees adjusted in proportion to their attendance schedule.

Registrations for occasional attendance may be accepted, usually in case of emergency. Rates are **\$5.25** per day for morning service and **\$7.90** per day after school. Payments for occasional bookings must be made on the same day the service is offered.

The daycare will not accept any registration of child(ren) who has an unpaid balance on an account from the previous school year, or another school until all fees are paid in full.

### **Important regulations:**

- Students enrolled five days a week, either in the morning or afternoon, are not eligible for school transportation during these periods.
- The fees apply even if the child is absent. However, statutory holidays and days off when the child is not registered for childcare are not billed.

- Two weeks' written and paid notice is required to remove a child from child care before the end of the school year.
- Payments must be made at the end of each month. An unpaid balance of more than ten days may result in the suspension of child care.

## Payment methods

- **Online payments:** Add the child care service as a payee in the bill payment section of your banking institution and use the 19-digit number on your statement of account to pay the bill.
- **In-person payments:** Cash payments are accepted directly at the child care desk.

## PARENT PORTAL & COMMUNICATION

If you have not yet registered for the Parent Portal, we encourage you to do so. This Portal is the primary tool used to send account statements and tax receipts to parents.

Email addresses and phone numbers are updated from the registration forms. Please inform the school and daycare of any changes to your contact information or emergency contacts.

## RULES OF LIFE

### Children's Responsibility

Children must show respect for adults, their peers and the environment. They must play safely and follow the rules set by the daycare. It is forbidden to circulate in the school without the authorization of an educator and cannot return to class after the end of the school day. Each child is responsible for his or her personal belongings.

Valuable or highly coveted toys should stay at home. The daycare is not responsible for lost or damaged toys. These toys are often a source of conflict between children. All games, toys and equipment are provided by the daycare, so personal belongings must be left at home. In addition, no electronic devices are permitted, in accordance with school policy.

A clear, fair and consistent framework is essential to our environment. The rules are applied uniformly by the entire educational team. If a child does not follow the rules or instructions, appropriate consequences will be established by the educator, depending on the nature and frequency of the behaviour.

The daycare technician is always informed and involved in disciplinary management.

### Responsibility of the daycare centre

Communicate with parents/guardians on a regular basis.

Take attendance daily.

Provide receipts for cash payments as well as annual tax receipts as required by law.

Strictly apply medication and emergency procedures.

Respect parents' opinions and requests, as much as possible.

To provide a healthy, safe and stimulating environment.

## **Parent/Guardian Responsibility**

Parents must fill out the registration form each year, before September 30, in order to benefit from the subsidized rate. After this date, the child will be placed on a waiting list for a subsidized place.

Provide two weeks' written notice, with payment for any early withdrawal of the child.

Pay the childcare fee upon receipt of the invoice (via the Mozaik portal) and ensure that the balance is paid by the end of each month at the latest.

Promptly inform the school and daycare of any changes in the family routine, contact information, or who is authorized to pick up the child.

Deliver medications to the school office with a signed authorization. No medication is kept at the on-call service.

Report any known allergies of the child to the daycare.

Notify the school and daycare in the event of their child's absence.

Inform the daycare if another person comes to pick up the child. Identification may be required for anyone other than parents.

Children should bring 1-2 extra snacks when attending daycare, as no snacks are provided on-site.

If you have any questions, please do not hesitate to contact Kirsten Tubman, Daycare Technician at 819-647-3800. or by email at [kitubman@wqsb.qc.ca](mailto:kitubman@wqsb.qc.ca)

## **Behavioural expectations and disciplinary procedures**

Children who attend daycare are required to follow the same rules of conduct as those in effect during the school day. Please refer to the school's Code of Conduct for details.

Children should adopt a respectful attitude towards staff, their peers, the environment and the materials (toys, books, supplies, etc.) and therefore follow the instructions and adopt the programme in a positive way.

If there is a problem, staff will work closely with the child, the school and parents/guardians to find solutions. The child care technician will inform parents of any inappropriate behaviour and present them with the planned intervention plan. However, if no progress is made despite several attempts to intervene, the management may decide to temporarily or permanently remove the child from the daycare

## **HEALTH AND EMERGENCIES**

The daycare service is not able to look after a sick child. The policy applied is identical to that of the school. Parents must ensure that in the event of an emergency, a trusted person is available to pick up the child quickly.

A first aid kit is available for minor injuries. No medication will be administered without the written consent of the parent. All medications must be accompanied by a medical prescription and given to the on-call technician.

It is essential to inform the on-call service of any specific medical condition (allergies, diabetes, asthma, etc.). In the event of a prolonged illness, parents must also notify the daycare service.

### **Accidents**

In the event of an accident, parents will be contacted immediately. If they cannot be reached, the designated person in case of emergency will be notified.

For minor injuries such as small cuts and scratches, parents will be notified at the time of taking care of the child.

In the event of a serious incident requiring urgent medical attention, arrangements will be made to take the child to the nearest medical clinic or hospital. Parents or the emergency contact will be informed of where to meet with the accompanying staff member. Ambulance costs are the responsibility of the parents.

Please note that the only insurance coverage applicable is that of the Quebec Health Insurance Plan. The School Board does not provide any supplemental insurance to cover expenses related to dental care, ambulance transportation or any other expense not included in the provincial plan.

### **Emergency Contacts**

It is essential that the child care provider has up-to-date contact information for parents as well as for those authorized to respond to an emergency. Parents must communicate this information to their child and update it regularly with the daycare service

## **Daycare Closure Procedures**

- In the event of an early closure of the school due to an emergency situation (e.g., extreme weather, power outage), the daycare will also close.
- When a closure is announced, parents must make the necessary arrangements to pick up their child as soon as possible.

## **OTHER INFORMATION**