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*The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for Daycare and Lunch Programs. **A registration form must be completed in Fusion** for each student indicating your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.*

CHAPTER 1

DAYCARE PROGRAM: MISSION AND OPERATION



1. MISSION

Our mission is to ensure the health and well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive and moral) through an activity based program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, have their own interests, personality, and culture. We focus on children succeeding in a pleasant and respectful environment.

2. OPERATING HOURS



The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

- 7h00 – Opening
- 8h00 – Classes Begin
- 11h20 – Lunch Period – Grades Kindergarten & 1-6
- 12h10 – Back in class – Grades 1-6
- 12h28 – Back in class – Grades Kindergarten
- 14h30 – Classes end – go to Classrooms for Attendance, Snack, Homework
- 15h00 – Activity
- 15h30 – Outside Playtime
- 17h00 – Transition closer to Daycare area
- 18h00 – Daycare services close

3. PROGRAM ACTIVITIES

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age appropriate group.

Daycare educators implement planned programs based on individual school's philosophy and educational project.

These programs include arts and craft, culture, science and technology, physical activity, relaxation & wellness and homework support.

Programs are planned before and after school as well as on pedagogical days.

Homework Time:

Grades 1-6

2:30 – 3:30 – Snack, Homework, Activity

3:30 – 4:30 – Outdoors (Weather Permitting)

Schedule may change due to Seasons.



CHAPTER 2

DAYCARE PROGRAM: ADMINISTRATION



1. USERS

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar.

2. REGISTRATION

A registration form must be completed **online** in **(Fusion)** every year. The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the Daycare and Lunch Program. It must also include the name and contact information of an alternate emergency contact, as well as an alternate authorized pick up person in addition to both parents.

In order for your registration to be valid, ***your account must be in good standing.*** Families with outstanding balances from the previous school year/ Lester B. Pearson schools will not be admitted to the Daycare Program until the balances owing have been paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board's legal department.

a) Attendance Change

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (these changes need to be done in Fusion).* For safety reasons and in order to adhere to government ratios the Daycare has a **NO drop-in Daycare Service.**

b) Pedagogical Day Registration

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected. Pedagogical Day registration forms must be handed in by a parent directly to a daycare educator either at drop-off or pick-up time. **Please check with your school Daycare on their specific procedure.**

b) Pedagogical Days Registration *(continued)*

Please check your school's website for more information

A Pedagogical Day registration form will be sent 1 or 2 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date, to daycare office.

In order to attend a pedagogical day, your account must be in good standing.

The cost for pedagogical day is:

- \$10/day (supervision fee-**subject to change for 20-21**) + activity fee (if applicable)

All pedagogical day registration changes must be sent to the Technician in writing.

One week notification is required for a refund.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm



Daycare is OPEN:

First day of school, Monday, August 31st, 2020

Daycare is available according to the school calendar including Pedagogical days. (See schedule below).

Kindergarten starting date: check with your school

Daycare is CLOSED:

Labor Day – September 7th, 2020

Thanksgiving Day – October 12th, 2020

Support Staff/Teacher convention - October 16th, 2020

Christmas Break – December 21st, 2020 to January 1st, 2021 inclusive

Spring Break – March 1st, 2021 to March 5th, 2021 inclusive

Easter Break – April 2nd, 2021– April 6th, 2021(Good Friday, Monday & Tuesday)

National Patriot's Day- May 24th, 2021

Unforeseen closure (snow day etc.)

During the summer

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Morning (before class)	7 am to 7:50 am	7 am to 7:50 am
Lunch	11:20am to 12:28 pm (Kindergarten only)	11:20 am to 12:10 pm
PM (after-school)	2:30 pm to 6:00 pm	2:30 pm to 6:00 pm

Pedagogical Days	7:00 am to 6:00 pm
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4. FEES

a) Daycare Fees

The contract (registration form) is effective for the 2020-2021 school year.

- A user can terminate the contract at any time by sending two weeks' notice. Please change **online** in (**Fusion**) (as per information in Chapter 2a) - Attendance Change).
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare fees will be billed as per student's online registration form, regardless of attendance.**
- A detailed statement of account will be sent monthly.
- Daycare fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

Regular: \$8.50 per day¹/per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

¹ Fees are subject to change during the school year, depending on the MEES decisions

A period is: 1 Morning
 2 Lunch
 3 After school

Sporadic: a student attending the daycare program on a consistent schedule, one or two days per week.

You will be required to include a calendar if your days change during the week (Please contact the Daycare Technician at your school)

**Please check your school's website for all their fees (Daycare & Lunch)	
Sporadic Morning (before class):	\$12.00
Sporadic Lunch	\$ 2.00
Sporadic PM:	\$12.00
Maximum cost per day:	\$14.00

b) Pedagogical Day Fees

The cost is \$10.00(subject to change for 20-21) per day plus an activity fee, special materials and or busing (if applicable).

c) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

d) Late Pick-Up Fees

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building (not entry)



5. PAYMENTS

a) Payment Methods

Daycare services fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of the statement of account at the beginning of the month.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

ONLINE PAYMENT

Online payment is a safe and preferred method. A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of **19** numeric and alphanumeric characters and starts with **SG**.

The reference number is specific to one daycare/school. If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending daycare, we suggest that you use only one

reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

Please do not pay your 'school fees' on this daycare/lunch account. It is only for daycare/lunch fees.

When making your first online payment, you will have to perform the "add payee" operation. In the **search box**, enter "**Lester B or Pearson**" & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

CHEQUES

The cheques must be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.



CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

(b) Late Payments

Unpaid balances will not be tolerated. If the payment schedule is not respected, the service may be suspended until payment or arrangements are made. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

(c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; "I wish to withhold my social insurance number" is checked on the registration form.

The tax receipts are available in Fusion; Please note, the payer must be the person with the **Fusion** (portal) account. Here is the link if you need to create an account:

<https://fusion.lbpsb.qc.ca/how-to-register>

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.50 and pedagogical fee)	Eligible	Eligible
Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

6. SECURITY

a) Ratio

As per government regulations and standards, the ratio is 1 educator per 20 students.

b) Absent Students

If your child is absent from school (daycare program and class), you must notify the school.

c) Last-Minute Changes

For safety and security of all students, daily changes to your child's daycare schedule will not be accepted.

*We look at individual exceptional circumstances when needed.
Please contact daycare office for further information.*

d) Drop-Off – Pick-Up

For safety and security reasons, students must be accompanied into the daycare each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the **Fusion** registration form.



Written or email authorization is required for a student to leave the school premises by themselves.

- Daycare doors are locked for security reasons. Do not open the door for anyone while waiting for your child.***
- Parents are not permitted to wander the hallways or enter the classrooms after regular school hours.***
- Unclaimed items will be brought to the lost and found area which is located on the first floor near the gymnasium. If a parent would like to go check on lost items, please ask the daycare educator before going.***
- The child must depart with the parent when the parent arrives for pick up.***
- After 2:40 pm parents and/or students will not be permitted to pick up forgotten items in the classrooms or locker areas.***

e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate daycare program students.

The relocation center is:

***St. Edmund Church
105 Beaconsfield Blvd.
(514) 695-7100
Hours 9:30 am – 1:30 pm***

7. HEALTH

a) Nutrition

The Lester B. Pearson School Board has a Food & Nutrition Policy, please review our website:

[Food Policy](#)

b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website:

[Safe and Caring Schools Policy](#)



-Epi-pens are all located in the room near the school entrance clearly labeled with the child's name.
-All staff (lunch and daycare) attend an Epi-pen training given by the nurse at the beginning of the school year.
-All staff (lunch and daycare) are required to have CPR training.

c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

8. COMMUNICATION



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact: *Louise Cavaliere (514) 780-8972 for any inquiries or email:*
lcavaliere@lbpsb.qc.ca

9. DAYCARE PROGRAM ORGANIZATION

a) Arrivals & Departures

Arrival (7:00am to 7:50am): parents go to the Daycare entrance. An educator greets the children; quiet games are planned until the bell rings.

Departure (2:30pm to 6:00pm): parents go to the Daycare entrance. The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings.

Please note that the person in charge at the entrance will call children only after buses are gone at 2:35pm.

b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

c) Dress Code

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

***-Children must dress appropriately for outdoor play.
-In colder weather, extra gloves and socks may be sent as the children play outside.,
Four timews during the day (morning recess, lunchtime, afternoon recess, after-school)***

10. RULES OF CONDUCT

The Daycare program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website: ***Please check your school website for more information***

11. LEGAL BASIS

The Quebec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Quebec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.II, a.I4(Regulation adopted under *the Education Act* (L.R.Q., c.1-13.3, a. 454.1)

12. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. The Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below:

Daycare Parent User Committee:

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.

- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a yearend report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

CHAPTER 3

LUNCH PROGRAM: ADMINISTRATION



1. ADMINISTRATION

The school has a Daycare Technician who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact: **Louise Cavaliere (514) 780-8972 for any inquiries or email:**
lcavaliere@lpsb.qc.ca
 8:00am – 5:00pm

2. USERS

Lunch programs are offered to all pre-k and elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

3. REGISTRATION

A registration form must be completed **online in (Fusion)** every year for each individual student attending the lunch program, indicating the days the student will attend.

a) Attendance Change

Two weeks notice is required for any change in your child’s registration. These changes include starting or leaving the Lunch Program as well as any change to the days your child attends the program. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (these changes need to be done in Fusion)*

4. LUNCH PROGRAM SCHEDULE



OPEN:

First day of school, Monday, August 31st, 2020
 Daycare is available according to the school calendar including Pedagogical days. (See schedule below).
Kindergarten starting date: check with your school

CLOSED:

- Labor Day – September 7th, 2020
- Thanksgiving Day – October 12th, 2020
- Support Staff/Teacher convention - October 16th, 2020
- Christmas Break – December 21st, 2020 to January 1st, 2021 inclusive
- Spring Break – March 1st, 2021 to March 5th, 2021 inclusive
- Easter Break – April 2nd, 2021– April 6th, 2021(Good Friday, Monday & Tuesday)
- National Patriot’s Day- May 24th, 2021
- Unforeseen closure (snow day etc.)
- During the summer

Class Days:	Kindergarten:	Elementary:
Lunch	11:20am to 12:28pm	11:20am to 12:10pm

5. FEES

The contract (registration form) is effective for the 2020-2021 school year.

- A user can terminate the contract at any time by sending two weeks' notice. Please change **online** in **(Fusion)** (as per information in Chapter 2a) - Attendance Change).
- Lunch fees differ per month, as they are based on the school calendar.
- A detailed statement of account will be sent monthly.
- **Lunch fees will be billed as per student's online registration form, regardless of attendance.**
- No refunds for shortened days.



a) Supervision Fees:

The daily rate is \$2.25 per day.

b) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

6. PAYMENTS

a) Payment Methods

Lunch Program fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of your statement of account at the beginning of the month.

A statement of account will be sent to all users by email at the beginning of each month and a reminder will be sent around the 15th of each month.

CHEQUES

The cheques should be made payable to St. Edmund S. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.



CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

ONLINE PAYMENT

Online payment is a safe and preferred method. A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of 19 numeric and alphanumeric characters and starts with **SG**.

The reference number is specific to one school. If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending the lunch program, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

b) Late Payment

Unpaid balances will not be tolerated. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; “I wish to withhold my social insurance number” is checked on the online registration form.

The tax receipts are available in Fusion; Please note, the payer must be the person with the **Fusion** (portal) account. Here is the link if you need to create an account:

<https://fusion.lbpsb.qc.ca/how-to-register>

LUNCH PROGRAM	FEDERAL	PROVINCIAL
Lunch program fees	Eligible	Eligible
NSF cheques fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

7. SECURITY

a) Ratio

The Lester B. Pearson School Board maintains a lower student/supervisor ratio and is well below the Government standards.

b) Absent Students

If your child is absent from school (daycare program and class), you must notify the school.

c) Last-Minute Changes

For safety and security reasons, *Please check your school website for more information*

d) Lunchtime Dismissal

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parents or legal guardians must present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premise alone during Lunchtime.

e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate lunch program students.

The relocation center is:

***St. Edmund Church
105 Beaconsfield Blvd.
(514) 695-7100
Hours 9:30am – 1:30pm***

8. HEALTH

a) Nutrition

The Lester B. Pearson School Board promotes nutritious and healthy habits for our students. Please consider this when packing your child's lunch.

We have numerous students with severe peanut/nut allergies in our school. We ask that you are diligent regarding this matter.

Please review the Food and Nutrition Policy:

[Food Policy:](#)

b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, website:

[Safe & Caring Schools Policy](#)

***-Epipens are all located in the room near the school entrance clearly labeled with the child's name.
-All staff (lunch and daycare) attend an Epi-pen training given by the nurse at the beginning of the school year.
-All staff (lunch and daycare) are required to have CPR training.***

c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked-up ASAP.

d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.



9. COMMUNICATION

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact the Daycare Technician of your school
Louise Cavaliere – (514) 780-8972
lcavaliere@lbpsb.qc.ca

10. LUNCH PROGRAM ORGANIZATION



a) Attendance

*-Attendance is taken daily when students arrive at lunch program.
-Please call daycare office if you will pick up your child to go out for lunch on a specific day.*

b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The lunch program is not liable for lost items.

c) Dress Code

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

11. RULES OF CONDUCT

The Daycare/Lunch program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website.