

# Rules and Regulations

## School Daycare and Lunch Program Services



2023 - 2024



School: St. Edmund	
Address: 115 Beaconsfield Blvd	
Telephone: (514) 780-8972	
Email: <a href="mailto:chamilton06@lbpsb.qc.ca">chamilton06@lbpsb.qc.ca</a>	Website: <a href="http://stedmund.lbpsb.qc.ca">stedmund.lbpsb.qc.ca</a>
Principal: Melissa Hunter	Technician: (Cheryl) Lynn Hamilton



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**Note for parents/guardians:**

*The Lester B. Pearson School Board operates government subsidised SEED programs. The following guide has been designed to inform parents of the policies and procedures for SEED and Lunch Programs Services. A registration form must be completed for Kindergarten(K4-K5) & new LPBSP students at the school. For all other elementary students, registration can be completed online in the Mozaik portal account (once you have re-registered for school), Completion of this registration indicates your agreement with the rules in this document. In order to use the SEED Program, your account must be in good standing.*

## CHAPTER 1

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### SEED 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 is consistent with the school's educational project and meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality SEED Programs with qualified professional staff; who collaborate in the development of the SEED philosophy, within the scope of the school's educational project<sup>1</sup>. As a SEED 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.

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<sup>1</sup> [Regulation respecting childcare services provided at school](#)

## 2. PROGRAM ACTIVITIES AND OPERATING HOURS

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

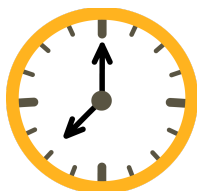
The SEED Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

SEED educators implement planned programs based on individual schools' philosophy and educational projects. These programs include arts and crafts, culture, science and technology, physical activity, relaxation and wellness as well as homework support.

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

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

*Visit the school website or contact the SEED technician (Cheryl) Lynn Hamilton for additional information*



### OPERATING HOURS

*Daily hours of operation and routine activities (snacks, homework etc.)*

- 7h00 – Opening
- 8h00 – Classes begin
- 11h15 – Lunch period
- 12h30 – Back in class GR1-6
- 14h12 - Kindergarten 18 mins
- 14h30 – Classes end – go to SEED room, eat snacks and outdoor play
- 15h30 – Organised activities and homework period (grades 1 to 6)
- 17h00 - Groups transition to closer to daycare room
- 18h00 – SEED services close

### 3. RULES OF CONDUCT

To offer continuity between the classroom and the SEED/Lunch program services, the school rules of conduct, and safety measures are applied. These rules are also applicable for any outing off of school premises. These rules are in your child's agenda or on the school's website. Your collaboration is essential in order to allow for a smooth relationship between the school and family. This document also specifies the SEED rules of operation and the special rules of conduct and expected behaviour.

A student can be suspended from the SEED or Lunch program, if the student disregards the Safe and Caring Schools Policy<sup>2</sup>, fails to comply with the school rules of conduct and safety measures or commits acts of violence or bullying. A student can be expelled in serious or repeated cases.

## CHAPTER 2

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### SEED & LUNCH PROGRAM: ADMINISTRATION



#### 1. USERS AND ADMINISTRATION

All pre-k and elementary students registered in the Lester B. Pearson School Board are eligible to attend the school's SEED programs according to the school calendar. SEED services are offered every day of the school year devoted to educational services.

Lunch supervision 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 (SEED) and Lunch Service policy, the program must be self-financed.

#### ADMINISTRATION

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

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

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

Please contact: **Lynn Hamilton** - [chamilton06@lbpsb.qc.ca](mailto:chamilton06@lbpsb.qc.ca) 514 780-8972

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<sup>2</sup> [Safe and Caring Schools Policy](#)

## 2. REGISTRATION

*A registration form must be completed for Kindergarten(K4-K5) & any new LBPSB students at the school. For all other elementary students, registration can be completed online in the Mozaïk portal account (once you have re-registered for school).* The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the SEED and Lunch Program. It must also include the name and contact information of an alternative emergency contact, as well as an alternative authorised pick up person in addition to that of the 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 SEED 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.

It is important to note, that a child(ren) in a shared custody arrangement can only have one status. When a child(ren) is in shared custody and has mixed attendance. For example, he/she comes to the SEED Program on a regular basis with one parent and on alternate weeks with the other parent attends the Lunch Program. For funding purposes, the child(ren) is considered to have a regular status. In this case, the other parent will not be entitled to the provincial tax receipt (relevé-24).

### a) Attendance Change

**Two weeks' notice is required for any changes in your child's reservation.** This would include both SEED and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (A change in reservation request form must be completed. Please contact the SEED Technician for the form).* For safety reasons and in order to adhere to government ratios the SEED has a **NO drop-in service policy.**

### b) Pedagogical Day Registration

SEED 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 as per the directives.

### b) Pedagogical Days Registration (*continued*)

A Pedagogical Day registration form will be sent 2 or 3 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date. **In order to attend a pedagogical day, your account must be in good standing.**

The maximum number of students depends on the number of staff available to work or could be restricted by the facility we visit. Students registered in daycare are given priority for Ped days.

Only students who are registered by the deadline can attend the Ped day activity. All students should be at school by 8:00am on field trip days and all in house activities begin by 9:00am. Ped Day hours are 7:00 am- 18:00 pm. HopHop App is available from 14h45 -18h00.

The cost for pedagogical day is:

- \$15.75/day supervision fee+ activity fee +bussing fee (if applicable) - subject to change

All pedagogical day registration withdrawals must be sent to the Technician in writing (email) by the withdrawal deadline or the Ped day will be charged even though your child is absent on the Ped day.

Please contact the daycare if you registered your child and they are unable to attend the Ped day.

### 3. SEED & LUNCH PROGRAM - Schedule & Hours of Service

#### SEED SCHEDULE

Service:

- Provided on first day of school, Thursday, August 31st, 2023
- Is available according to the school calendar including pedagogical days. (see schedule below).
- **K4 / Kindergarten starting date: September 5th, 2023**



<u>Class Days</u>	<u>K4 &amp; Kindergarten</u>	<u>Elementary</u>
Morning (before class)	7h to to7h50	7h to 7h50
Lunch	11h20 to 12h10	11h20 to 12h10
PM (after-school)	14h30 to 18h00	14h30 to 18h00
<b>Pedagogical Days</b>	7h00 to 18h00	

SEED/Lunch Program is CLOSED on the following dates:

- **Hot lunch services are not available on pedagogical days.**
- Labor Day – September 4th, 2023
- Thanksgiving Day – October 9th, 2023
- Support Staff/Teacher convention - October 13th, 2023
- Winter Break – December 25th, 2023 to January 5th, 2024 inclusive

- Spring Break – March 4th, 2024 to March 8th, 2024 inclusive
- Professional development - March 18th, 2024
- Easter Break – March 29th, 2024– April 2nd, 2024 (Good Friday, Monday & Tuesday)
- National Patriot's Day- May 20th, 2024
- Unforeseen closure (snow day etc.) - Please check our website :<https://www.lbpsb.qc.ca/>
- During the summer

## LUNCH SUPERVISION SCHEDULE

### OPEN:

- First day of school, Thursday, August 31st, 2023
- Lunch Program is available according to the school calendar, **excluding pedagogical days.**
- ***Kindergarten starting date: September 5, 2023***

### Class Days:

### Kindergarten:

### Elementary:

Lunch	<b><i>11:20 AM to 12:10 PM</i></b>	<b><i>11:20 AM- 12:10 PM</i></b>
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## 4. FEES

### a) SEED and Lunch Program

The contract (registration form) is effective for the **2023-2024** school year.

- A user can terminate the contract at any time by sending two weeks notice. Please use **change in reservation request form** (as per information in Chapter 2a - *Attendance Change*). This also includes extended leaves from the school. **Please advise the SEED Technician directly to end your reservation (SEED or Lunch Program) for the extended absence period.**
- The School Board may terminate the contract in case of non-payment of the SEED fees or in case of failure to comply with the Rules & Regulations.
- **SEED & Lunch fees will be billed as per student's registration form, regardless of attendance. No refunds for vacation.**
- Absences deemed refundable are those for surgeries and medical absences more than five (5) consecutive days with a medical note.
- A detailed statement of account will be available monthly by email.
- SEED & Lunch fees differ per month, as they are based on the school calendar.
- **No refunds for shortened days.**

### b) SEED Fees<sup>3</sup> - school days

Regular: \$9.20 per day per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 1 to 5 days per week.

Sporadic: \$2.54 per A.M. or \$10.68 per P.M. per sporadic student. A sporadic student must attend daycare for 1 period per day, 1 to 5 days per week.

<sup>3</sup>[MEQ - Service de garde](#)



**Note:** You will be required to include a calendar if the child(dren) is/are in a shared custody arrangement or if your days change during the week (Please contact the SEED Technician at your school)

**Periods:**

Morning (before class):       \$2.54  
Lunch                               \$2.54  
PM (after class):               \$10.68

**Maximum cost per day when registered at least 2 periods per day:**   \$9.20 -(Subject to change, based on annual budgetary rules for the 2023-2024 school year).

**b) Lunch fees**

The supervision contribution fee for lunch is **\$2.54** per student registered in the Lunch Program. Lunch fees will be billed as per student's registration form, regardless of attendance.

**c) Pedagogical Day Fees**

The cost is **\$15.75** (subject to change) Daycare supervision, plus an activity fee, special materials and or busing (if applicable).

**d) Bank Fees**

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

**e) Late Pick-Up Fees**

Parents must make alternative arrangements to ensure that their child is picked up on time, (family member, neighbour, friend) and must call the Technician to indicate who will be picking up the child should the name be different from the official registration form.

More than three (3) lates during the school year, may result in your child's withdrawal from the program.

Late fees will be applied at the time the parent and child leaves the building

## 5. PAYMENTS

### a) Payment Methods

A statement of account will be sent (by email/Mozaïk portal) to all users at the beginning of each month. SEED and Lunch Program Services fees can be paid by online payment, cheque, debit/credit card at the schools where the service is available. You must pay upon receipt of the statement of account at the beginning of the month<sup>4</sup>.

Payments are to be made separately per child.

### INTERNET PAYMENT



**Online payment is a safe and preferred method & you can register anytime!**

1. Access the website of your financial institution.
2. Select payments & transfers - add payee.
3. In the **search box**, enter **COMM SCOL LESTER B PEARSON – DAYCARE OR S-GARDE / LESTER B PEARSON - DAYCARE OR S-GARDE**.
  - **ATTENTION:** Do not select Lester B Pearson- Effets Scolaire - this payee is for school fees only.
4. You will be prompted to enter a 19 digits alphanumeric account number after the **SG**.
  - **ATTENTION:** A separate 19 digits alphanumeric number is assigned to the payer (father or mother). This number will appear on the statement of account, under the contact information of each person. Please make sure to select the correct one.
  - A separate **SG** 19 digits alphanumeric number will be assigned per child, per payer. As mentioned above, One (1) payment per child, you will need to add another payee as indicated above. Tax receipts will be issued to the payer based on the reference number used. It is very important to verify that it matches the payer paying the invoice.
  - **The reference number is specific to one school.** If your child changes schools, another reference number will be assigned to you.
  - **Note: this applies when your child moves from a Jr. to Sr. school.**

If you require any help making your internet payment, please contact customer service of your financial institution. Here are the financial institutions who offer online payments:

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

<sup>4</sup> Please note that the SEED/Lunch Program Services can require parents to pay for the service at the start of each months, without contravening any applicable law: <https://www.legisquebec.gouv.qc.ca/en/document/cs/p-40.1>

## CHEQUES

Cheques must be made payable to the school. Please indicate the student's name and file number on the back of the cheques.

## CASH

Receipts for cash payments will be issued to the payer as proof of payment, it is not an official income tax receipt. Parents must sign the receipt.

### (b) Late Payments

No late payments will be tolerated. Failure to respect the financial payment agreement, may terminate the service agreement. As a result, the student may be denied access to the SEED Service, until payment is received in full or payment arrangements are made with the Principal or Technician..

### (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 current year tax receipts are available in the Mozaïk portal account. Please note, the payer must be the person with the Mozaïk portal account.

DAYCARE/LUNCH SERVICE	FEDERAL	PROVINCIAL
Regular SEED fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Lunch fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar (\$9.20 supervision)	Eligible	Non-eligible
Pedagogical days (supplemental supervision \$6.55)	Eligible	Eligible
Activity fees-Pedagogical days	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible

## 6. SECURITY

### a) Ratio

**Daycare (SEED):** As per government regulations and standards, the ratio is one (1) educator per 20 students.

**Lunch Period:** As most of our schools do not have a cafeteria, the ratio is one (1) per classroom, supervised by an educator or student supervisor.

### b) Absent Students

If your child will absent from class, or SEED/lunch program, you must notify the FRONT OFFICE (514 697-7621)

### c) Last-Minute Changes

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

*Registered Daycare children are expected to report to their Educator for attendance. You may pick up your child at the Daycare door anytime once the buses have been cleared. If you are in a hurry please request an Early dismissal through the front office.*

### d) Drop-Off – Pick-Up

For safety and security reasons, each morning students must be accompanied by their parents/guardian and greeted by a SEED educator before the parent leaves.

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



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

Written or email authorisation is required for a student to leave the school premises by themselves or it must be identified when registering for SEED in the Mozaik portal account.

### e) Lunchtime Dismissal

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

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

### f) Emergency Measures

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

The relocation centre is:

***ST Edmund Church  
105 Beaconsfield Blvd.  
(514) 695-7100  
Hours 9:30 am - 13:30 pm***

## 7. HEALTH

### a) Nutrition

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

[Food & Nutrition Policy](#); [Food Services & Nutrition](#)

### b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website - Section: Distribution of Medication in Schools & Centers - pages 31 to 41.

[Safe and Caring Schools Policy](#)



- EpiPen's are located in the room near the school entrance, labelled with the child's name -
- All staff (Daycare & Lunch) are required to have CPR, first aid and EpiPen training.

### c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible. The emergency names and numbers listed on your registration form may be contacted if parents are not available. Parents are required to make arrangements to have the student picked up ASAP.

### d) Emergency

In case of a severe illness or accident, the appropriate measures will be taken. (provide first aid and/or contact emergency services). The parent or legal guardian will be contacted as soon as possible. The emergency names and numbers listed on your registration form may be contacted if parents are not available. If an ambulance is required, all related costs will be paid by the parents.

## 8. COMMUNICATION



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

Please contact: <i>(Cheryl) Lynn Hamilton 514 780-8972 <a href="mailto:chamilton06@lbpsb.qc.ca">chamilton06@lbpsb.qc.ca</a></i>
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## 9. SEED AND LUNCH PROGRAM ORGANISATION

### a) Arrivals & Departures

**Arrival** (7h00 to 7h50): parents go to the SEED entrance. An educator greets the children; various activities are planned until the bell rings.

**Departure** (14h30 to 18h00): parents go to the SEED Pickup door. The child is called on a walkie talkie, he/she meets the parent with all his/her personal belongings. Some schools use the Hop-Hop App.

Please note that the person in charge at the entrance will call children only after buses have departed at 14h35.

### b) Personal Belongings

All of the student's personal belongings must be identified. The SEED 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.

## **10. 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 Principal on the organisation arrangements for daycare (SEED) service.

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

Regulation respecting childcare services provided at school, 1-13.3, r.11, a.14 (Regulation adopted under the *Education Act* (L.R.Q., c.1-13.3, a. 454.1))

## **11. INFORMATION ON SEED PARENT USER COMMITTEE**

Section 256 of 1-13.3 - Education Act of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee<sup>5</sup>. Please read information below:

### **Daycare (SEED) 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 SEED 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 SEED program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the SEED.
- May contribute to the development of innovative projects.
- Will write a year end report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

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<sup>5</sup> <https://www.legisquebec.gouv.qc.ca/fr/document/lc/i-13.3>