



Morin Heights Elementary School

647 Chemin du Village
Morin-Heights, Quebec J0R 1H0
Telephone #: 450-226-2017 Ext. 4
Cell phone #: 450-275-4873
(A voicemail option is available)

Daycare Technician: Tanya Conklin
Email: tconklin@swlauriersb.qc.ca

Hours of operation: Monday-Friday 7:00-8:15 & 3:00-6:00
PED days: 7:30am-5:30pm

Closings: *The daycare is closed for all school and legal holidays. In case of school closure due to unforeseen circumstances (storms, blackout, etc.) the daycare may be closed. Parents or guardians must take necessary measures for their child(ren)'s care.*

Welcome!

Morin Heights Elementary School Daycare is regulated by the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) and is closely aligned with MHES' Educational Plan. We hope to create a fun, relaxing and creative environment for your children. A whole range of daycare activities are implemented as smoothly as possible to ensure the safety and general well-being of everyone involved. Please take the time to read this information thoroughly and discuss with your child(ren).

Rules of Social Behavior

The Morin Heights Elementary School Code of Conduct, which is written in the school agenda, applies also to students during daycare hours. If a student repeatedly does not follow the code of conduct, daycare privileges may be revoked.

Safety and Security

Please note parents & students must use the entrance designated for daycare drop off and pick up. Parents are required to sign in and sign out their child(ren) on a daily basis for safety and security reasons. **In addition Government regulations and audits require a signature.** Persons authorized to pick-up your child(ren) must be listed on the registration form. *(They will be required to show identification to the daycare staff)*

Registration

MHES Daycare Services are available to all students enrolled in our elementary school. Parents who wish to withdraw their child(ren) from daycare must give one week's written notice to Tanya Conklin. The week preceding, withdrawal will be charged to the student's account.

Childcare fees

Full-time users: Refers to students using daycare service for 3 to 5 days per week. Students will be expected at daycare according to the weekly schedule indicated on their registration form. Full-time users must reserve their specific days of the week upon registration (This is a School Board policy). Regardless if a child is not in daycare they will be charged as, she/he has a reserved place at the daycare. The fee for this service is \$8.35 per day. **(The contribution is subject to revision, based on the budgetary rules promulgated by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) for the school year in question.)**

Occasional users: Refers to students using the daycare occasionally. In order to request that your child(ren) attend daycare, parents/guardians must contact the daycare and **not the School Secretary prior to 2:45pm** on the same day that they require the service. The fee is \$14.00/per day.

PED Days

PED days are open to all students; however the priority goes to registered students. The cost for a PED day is \$16.35 per day. Additional fees for activities will be charged. N.B. Please be advised that when you register your child(ren) for a pedagogical day, you are required to pay for the activity. In the event that your child is absent on that day we are unable to make refunds, because we are obligated to pay the companies. Thank you for your understanding.

The registration form must be signed and returned to daycare by the deadline date. We cannot guarantee a space after this date.

After-School Programs

Children participating in after-school programs, such as Hockey, Basketball, Drama club, homework program, Creations, etc. who are not picked up on time will be sent to daycare. **The fee is \$7 and is due when the student is picked up.**

Communication

Parents must communicate any changes in address or telephone number to Tanya Conklin as quickly as possible.

It is the parent's responsibility to advise **daycare** of any change in their child's regular daycare schedule. Teachers should also be made aware of these types of changes via the child's agenda to promote smooth transitions.

Any changes to your child's daycare schedule needs to be communicated to Tanya Conklin, Daycare Technician by 2:45pm that day. To avoid confusion do not call or leave a message with the school secretary, please call daycare directly at 450-275-4873 and leave a message. If there is any question whether or not your child(ren) is in daycare, the child will be automatically put in daycare that day and you will be charged for the service. A verbal message from your child is not sufficient.

There are three ways of communicating with daycare:

1. Calling the daycare cell phone 450-275-4873.
(A voicemail option is available)
2. Sending an email to tconklin@swlauriersb.qc.ca
3. Calling the school 450-226-2017 Option# 4.
(A voicemail option is available)

Snacks

Please ensure your child(ren) has plenty of healthy snacks for daycare. The children are usually very hungry after a long day. There is a fridge in the daycare where you can leave a container of snacks for the week, please make sure that it is properly identified. If your child(ren) purchases a lunch at the cafeteria, please remember to still give them snacks for daycare. We do try to have some fruit and other snacks on hand just in case, however we find the kids are eating the snacks we have instead of the ones provided. There is no sharing food between the students.

Homework

Ministère de l'Éducation et de l'Enseignement supérieur (MEES) requires that Quebec daycares provide time for the children to **begin** their homework assignments. During 'homework' time, the children must work on their homework while under the supervision of the daycare staff. **Follow-up and agenda signatures remain the responsibility of the student and their parents or guardian.**

Typical Daily Routine

3:15-3:45	Gym or outside play (weather permitting)
3:45-4:15	Snack time
4:15-4:45	Homework
4:45-5:15	Free play
5:15-6:00	Quiet time

The daycare educators plan activities. They may include arts & crafts, science experiments, gym, outdoor play and special activities.

Health and Safety Measures:

Daycare staff members have all completed a general first aid course and have access to the list of emergency numbers. Please be sure to report any change in emergency numbers to the Daycare Technician and school.

Whenever a child shows signs of illness (fever, chills, vomiting, etc.) the parents are required to keep their child at home or pick him or her up as soon as possible from the daycare. There will be no medication given without written consent from the parents/guardians. Please provide the original pharmaceutical container with the child's name, dosage, duration of treatment and doctor's name.

Payment:

An invoice is issued at the beginning of each month and payment is due by the 15th of the month.

There are three methods of payment; check, cash and online payment.

A **post-dated** cheque system is also available. The total payments required for each month of service will be provided in the beginning of the school year to parents who are interested.

Checks are to be made payable to **Sir Wilfrid Laurier School Board** with your child's name written in the memo line. To avoid misplaced cheques, it is recommended that daycare payments be placed in an envelope addressed to daycare.

Failure to receive payment by the 15th of the month will oblige us to suspend your child's daycare services (including pedagogical days). Services will be restored once your account has been paid in full.

NSF cheques returned to us are to be replaced by a certified cheque, money order or cash. A \$10.00 administrative fee plus any bank charges will be applied.

Special activities

Tax Receipts

Income tax receipts will be issued to the person listed on your child's registration form. The payer is the person who makes the payments. This person must be indicated on the child's registration form. The tax receipts will be issued by the end of February.

Be careful when you make online payments. You must use the correct parent's LG number in order to have the tax receipt in their name.

Late pick up fees

After 6:00pm, the late fee is \$5.00 for the first 5 minutes per child and \$1.00 per minute per child after the initial 5 minutes (6:05pm).

After the second time you are late the fee is \$15 every block of 15 minutes. To avoid any conflict or misunderstanding, the time will be determined by the daycare clock and the daycare educator. Parents must sign a form for the educator to acknowledge the late fees. Remember, the charge is based on the time the parent and child leave the school. If there is re-occurrence in parents being late their daycare services could be suspended.

Additional information

Children must wear shoes at all times while indoors, as well they must have a pair of non-marking shoes for the gym. Please ensure your child(ren) has the proper exterior clothing and footwear for the weather conditions as we try to go outdoors every day.

The daycare is not responsible for lost or stolen items. Therefore, we ask that no toys or other personal belongings be brought into the school.

For security reasons, circulating in the school after hours is not permitted and will not be tolerated by the administration. We have your child's best interests at heart!

A child can only be picked up by an adult that is listed on the registration form.



Painting workshop



Winter Fun



S'mores Bake