

# Rules and Regulations School Daycare and Lunch Program Services



2024 - 2025



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|---|---|
| <b>School: Westpark Elementary School</b>                   |   |
| <b>Address: 6 Howard Dollard Des Ormeaux Quebec H9A-2L2</b> |   |
| <b>Telephone: (514) 684-1418</b>                            | <b>Website: <a href="http://westpark.lbpsb.qc.ca">http://westpark.lbpsb.qc.ca</a></b> |
| <b>Principal: Diana Martire</b>                             | <b>Email: <a href="mailto:dmartire@lbpsb.qc.ca">dmartire@lbpsb.qc.ca</a></b>          |
| <b>Technician: Margaret Gogoris</b>                         | <b>Email: <a href="mailto:mgogoris@lbpsb.qc.ca">mgogoris@lbpsb.qc.ca</a></b>          |



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## Note for parents/guardians:

The Lester B. Pearson School Board operates government subsidised SEED programs. The following guide has been developed to inform parents of the policies and procedures for SEED and Lunch Programs Services. A paper registration form must be completed for Kindergarten(K4-K5) and new LPBSP students. For all other returning students, registration can be completed online in the Mozaik portal account, once re-registration has occurred. Completion of this registration form indicates your agreement with the rules and regulations 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 project. 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.

**Please check Westpark website for more information.**  
<http://westpark.lbpsb.qc.ca>



### OPERATING HOURS

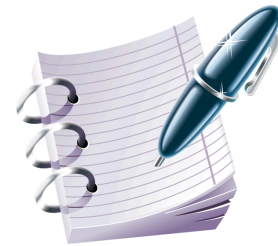
- 7h00 – Opening SEED program
- 7h50 – Classes begin
- 11h20 – Lunch period
- 12h10 – Back in class
- 2h30 – Classes end – SEED program begins
- 3h30 – Homework period (grade 1 to-6)
- 4h00 – Supervised activities (5 days a week)
- 6h00 -- SEED service close

## 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.

**Please check <http://westpark.lbpsb.qc.ca> website for more information.**



## 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 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 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 SEED 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: **Margaret Gogoris 514 685-9680 [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca)**

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

## 2. REGISTRATION

*A paper registration form must be completed for Kindergarten(K4-K5) and any new LBPSB students.. For all other returning students, registration can be completed online in the Mozaik portal account (once re-registration has occurred).* 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, from any of LBPSB 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 chil(dren) 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 change in your child's attendance schedule. 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. For more information, contact Margaret Gogoris SEED Technician at 514 685-9680).* 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. **Please contact Margaret Gogoris SEED Technician [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca) regarding their specific procedure & dates of pedagogical days offered.**

### 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 cost for pedagogical day is:

- \$15.75/day (supervision fee) an activity fee may be charged if applicable - **This cost is subject to change based on the MEQ's annual budgetary rules**

All pedagogical day registration changes must be sent to the Seed Technician in writing. Two day notice is required for a refund.

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

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

#### SEED SCHEDULE

Service:

- Provided on first day of school, Thursday, August 29th, 2024
- Is available according to the school calendar including pedagogical days. (see schedule below).
- **Kindergarten starting date: September 4, 2024**



| <u>Class Days</u>       | <u>Kindergarten</u> | <u>Elementary</u>  |
|-------------------------|---------------------|--------------------|
| Morning (before class)  | 7h to 7h50          | 7h to 7h50         |
| Lunch                   | <b>11h20-12h10</b>  | <b>11h20-12h10</b> |
| PM (after-school)       | 2h30 to 18h00       | 2h30-18h00         |
| <b>Pedagogical Days</b> | 7h00 to 18h00       |                    |

SEED/Lunch Program is CLOSED on:

- **Lunch Program is not available on pedagogical days.**
- Labor Day – September 2nd, 2024
- Thanksgiving Day – October 14th, 2024
- Support Staff/Teacher convention - October 18th, 2024
- Winter Break – December 23rd, 2024 to January 3rd, 2025 inclusive
- Spring Break – March 3rd, 2025 to March 7th, 2025 inclusive
- Professional development - March 24th, 2025
- Easter Break – April 18, 21, 22, 2025(Good Friday, Monday & Tuesday)
- National Patriot's Day- May 19th, 2025
- Unforeseen closure (snow day etc.) - Please check our website :<https://www.lbpsb.qc.ca/>
- During the summer

## LUNCH PROGRAM SCHEDULE

### OPEN:

- First day of school, Thursday, August 29th 2024
- Lunch Program is available according to the school calendar, **excluding pedagogical days.**
- **Kindergarten starting date: September 04, 2024**

### Class Days:

### Kindergarten:

### Elementary:

|       |             |             |
|-------|-------------|-------------|
| Lunch | 11h20-12h10 | 11h20-12h10 |
|-------|-------------|-------------|

## 4. FEES

### a) SEED and Lunch Program

The contract (registration form) is effective for the **2024-2025** school year.

- A user can terminate the contract at any time by sending two week 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 in the Mozaïk portal account.
- 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 SEED program for a minimum of 2 periods per day, 1 to 5 days per week.

**Sporadic:** \$13.22 per sporadic student. A sporadic student must attend SEED program for 1 period per day, 1 to 5 days per week.

**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 Margaret Gogoris SEED Technician)

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<sup>3</sup>MEQ - Service de garde



Please check <http://westpark.lbpsb.qc.ca> website for more information

Maximum cost per day when registered at least 2 periods per day: \$9.20 -(Subject to change, based on MEQ's annual budgetary rules).

#### 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, based on MEQ's annual budgetary rules)** per day plus an activity fee, special materials and or bus (if applicable).

#### d) Bank Fees

An amount of **\$20.00** 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.

***Late fees are \$1.00 per minute after 6:00pm***

## 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 and 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       |                 |                      |

## 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

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

Receipts for cash payments will be issued to the payer as proof of payment, it is not an official income tax 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 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 SEED 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 (\$8.95 supervision) | Eligible     | Non-eligible |
| Pedagogical days (supplemental supervision \$3.05)             | 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 is absent from school (SEED/lunch program and class), you must notify the School and your SEED Technician.

**c) Last-Minute Changes**

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

**Please check <http://westpark.lbpsb.qc.ca> website for more information**

**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 and 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 students.

The relocation centers are:

1<sup>st</sup> location: Beth Tikvah Synagogue 136 boul. Westpark, D.D.O QC H9A-2K2

2<sup>nd</sup> location: Beechwood Elementary School 13155 rue Shelborne, Pierrefonds QC H9A- 1L4

**Please check <http://westpark.lbpsb.qc.ca> website for more information.**

### **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](#)

**Please check <http://westpark.lbpsb.qc.ca> website for more information.**

#### **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.

Margaret Gogoris 514 685-9680 [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca)

### 9. SEED AND LUNCH PROGRAM ORGANISATION

#### a) Arrivals & Departures

**Arrival** (7h00 to 7h40): parents go to the SEED entrance. An educator greets the children; various activities are planned until the bell rings.

**Departure** (2h40 to 18h00): parents go to the SEED entrance. The child is called, 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.

#### 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.

**Please check <http://westpark.lbpsb.qc.ca> website for more information.**

## 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 (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.II, a.I4(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 I-13.3 - Education Act of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a SEED parent user committee<sup>5</sup>. Please read information below:

### 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 yearend 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>