



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

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Principal: Nathia Messina	Technician: Margaret Gogoris

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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 signed registration form for each student indicates 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



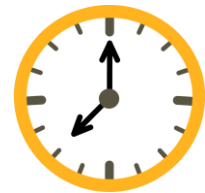
### 1. MISSION

**Welcome to the Westpark School Daycare Program. Our goal is to work together to create a harmonious atmosphere among both the staff and the students. We encourage the students to interact with one another and to help each other. Our aim is to ensure each child is well taken care of and is a happy person while at school. We want all our students in our program to be safe, do their homework and make friends. If there are any questions or concerns we are always available to discuss them.**

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 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, according to their interest, personality, culture and origin; we focus on children succeeding in a pleasant and respectful environment.

**The Daycare offers early morning and afterschool services on school days and on pedagogical days. The Daycare will be closed on all statutory holidays as well as March Break, Christmas, Easter and one day in November for professional development.**



### 3. PROGRAM ACTIVITIES

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

The Daycare Technician also implements a planned program schedule of activities based on the school's philosophy and educational projects.

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.

#### A) HOMEWORK PROGRAM

We have a scheduled homework period from Monday to Thursday from 3:30 p.m. to 4:00 p.m. This period is supervised by your child's educator. The educator is available to encourage and assist with homework. However the educator is not required to check the completion of homework or for errors.



## CHAPTER 2

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### DAYCARE PROGRAM: ADMINISTRATION

#### 1. USERS

All 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 every year and include accurate addresses, telephone numbers, e-mail addresses, and be signed and dated (reverse side) for each student attending the Daycare and Lunch Program. The registration form must 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 complete, your account must be in good standing. Families with outstanding balances from the previous year or previous Lester B. Pearson schools will not be admitted to the Daycare Program until such time as the balance is paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board.

##### a) Daycare Registration Change

Two weeks, (10 school days) written or email notification to the Daycare office must be provided for any change in your child's registration. These changes include starting or leaving the Daycare and Lunch Program as well as any change to the days your child attends either program. *A maximum of 1 change per month and 3 changes per year will be accepted.* For safety reasons and in order to adhere to government ratios the Daycare has **NO drop-in Daycare Service.**

##### b) Attendance Change

**If on a given day your child's daycare routine needs to be changed, you must notify us no later than 11:30 a.m. in writing or by phone. Please clearly state your child's name and grade level with any request.**

##### 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 to a daycare educator at the door either dropping off your child or when picking them up.

A Pedagogical Day registration form will be given 2 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.**

### c) Refunds

Please note there are no refunds for regularly scheduled days where students are not present. (i.e. vacation, illness, absence from school).

### 3. DAYCARE PROGRAM SCHEDULE

#### Daycare is OPEN:

First day of school, Wednesday, August 29th, 2018  
Daycare is available according to the school calendar including pedagogical days.

**Kindergarten starting date: August 30th, 2018**

**7:00 - 7:55 a.m. Morning Program**  
**11:30 - 12:30 p.m. Lunch Program**  
**2:30 - 6:00 p.m. After school Program**

#### Daycare is CLOSED:

Labor Day – September 3rd, 2018  
Thanksgiving Day – October 8th, 2018  
November 9th, 2018  
Christmas Break – December 24th, 2018 to January 4th, 2019 inclusive  
Spring Break – March 4th, 2019 to March 8th, 2019 inclusive  
Easter Break – April 19th, 2019 – April 23rd, 2019 (Good Friday, Monday & Tuesday)  
Unforeseen closure (snow day etc.)  
During the summer

<b><u>Class days</u></b>	<b><u>Elementary</u></b>
Morning (before class)	7:00 am to 7:55 am
Lunch	11:30am to 12:30pm
PM (after school)	2:30 pm to 6:00 pm
Pedagogical Days	7:00 am to 6:00 pm

## DAYCARE PROGRAM SCHEDULE

2:30 - 2:45	ATTENDANCE
2:45 - 3:30	SNACK / OUTDOOR PLAY
3:30 - 4:00	HOMEWORK (EXCEPT FRIDAY)
4:00 - 5:30	ACTIVITY SCHEDULE (EXCEPT FRIDAY BLOCKS)
5:30 - 6:00	CLEAN -UP

### 4. FEES

#### a) Daycare Fees

Regular: \$8.20 per day per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

<sup>1</sup> Fees are subject to change during the school year, depending on the MEES decisions

A period being:

- 1 Morning
- 2 Lunch
- 3 After school

Daycare fees differ per month, as they are based on the school calendar.

A detailed statement of account will be sent monthly.

Daycare fees will be billed as per student's registration form, regardless of attendance.

A schedule fee outline will be given at the beginning of the year.

No refunds for school closures.



#### b) Pedagogical Day Fees

The cost is \$10.00 per day plus an activity fee if applicable. Westpark Daycare offers a 2 option package . One with activity and another stay in school pedday. However when the activity is in school there is no option.

#### c) Bank Fees

An amount of **\$20.00** will be charged for any NSF cheque or bank rejected cheque.

Alternative payments may be required if this happens more than once.

#### d) Late Pickup 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. A fee of **\$1.00 per minute** will be charged after closing.



## 5. PAYMENTS

### a) Payment Methods

Daycare services fees can be paid by Internet, cheque, interac and by cash exceptionally.

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 upon request.



### ONLINE PAYMENT

**Online payment is 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 is comprised 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 a 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		

### CHEQUES

The cheques should 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 or 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 on school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless box indicating; I wish to withhold my social insurance number is checked on the registration form.

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 \$8.15 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 Daycare Technician Margaret Gogoris at 514- 685-9680 or mgogoris@lbpsb.qc.ca.

### c) Last-Minute Changes

For safety and security of all students, daily changes to your child's daycare schedule will not be accepted after 11:30 pm.

### 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 registration form.

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

### e) Emergency Measures

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

The relocations centers are:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>1. ST. LUKE'S PARISH</b>      | <i>106A Anselme- Lavigne D.D.O.</i> |
| <b>2. CHRIST LUTHERAN CHURCH</b> | <i>57 Westpark boulevard D.D.O.</i> |
| <b>3. H.F.S</b>                  | <i>2 rue Hope D.D.O.</i>            |

## 7. HEALTH

### a) Nutrition

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

[Food & Nutrition Policy](#)

### b) Allergies & Medication

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

[Policy on Safe & Caring Schools](#)



***Please note the Westpark School is a nut - controlled school. Please do not pack food that contains any form of nut in your child's lunch.***

### c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or use the emergency names and numbers listed on your registration form. 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 use the emergency names and numbers listed on your registration form.

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: **Margaret Gogoris at 514-685-9680 for any inquiries or email: [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca)**

## 9. DAYCARE PROGRAM ORGANIZATION

### a) Arrivals & Departures

**Arrival** (7:00 to 7:55 AM): parents come at the Daycare entrance. An educator greets the children.

**Departure** (14:30 to 18:00 PM): parents come at the Daycare entrance. The child is called on a walkie-talkie. He/she comes 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 3:10.

### b) Daycare Entrance & Security

The Westpark Daycare entrance is located in the parking lot of the school on Howard street. The entrance is equipped with a security camera and speaker. You must ring the buzzer and we will buzz you in the school. There is always a person there to greet you and call your child for pick up.

### c) Reporting to Daycare

Students must always report to their educator before going to a scheduled activity and before departing for the day. The students safety and well-being is a priority. Students are signed in and sign out every day upon their arrival or departure by their educator.

### d) Personal Belongings

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

### e) Lost & found

**There is a lost & found unit before entering the Gym area. Please check it regularly for your child's belongings.**

### f) 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. RULES OF CONDUCT**

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

## **11. LEGAL BASIS**

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.14(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 parents 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 requests of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Is an advisory role.
- Provides a forum for consultations 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 Daycare program and may make recommendations in 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 year end report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

## **13. PARENT'S NEWS BULLETIN BOARDS**

All information pertaining to the daycare is posted on our website and on our daycare bulletin board located in front of the daycare door.

## CHAPTER 3

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### LUNCH PROGRAM: ADMINISTRATION



#### 1. ADMINISTRATION

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

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: *Margaret Gogoris* 514- 685-9680 for any inquiries or email: [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca)

#### 2. USERS

Lunch program is offered to all 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 every year for each individual student attending the lunch program, indicating the days the student will attend.

##### a) Attendance Change

If the student's registration changes, you must inform the Daycare Technician in writing or by email. Registration may be changed with two weeks written notification.

#### 4. LUNCH PROGRAM SCHEDULE

##### OPEN:

First day of school, Wednesday, August 29th, 2018

Lunch program is available according to the school calendar (**EXCLUDING Pedagogical Days**).

**Kindergarten starting date: August 30th 2018**

##### CLOSED:

Labor Day – September 3rd, 2018

Thanksgiving Day – October 8th, 2017

November 9th, 2018

Christmas Break – December 24th, 2018 to January 4th, 2019 inclusive

Spring Break – March 4th, 2019 to March 8th, 2019 inclusive

Easter Break – April 19th, 2019 – April 23rd, 2019 (Good Friday, Monday and Tuesday)

Unforeseen closure (snow day etc.)

During the summer

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Lunch	11:30am to 12:30pm	11:30am to 12:30pm

#### 5. FEES

##### a) Supervision Fees:

The daily rate is **\$2.00 per day**.

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 registration form, regardless of attendance.

A schedule fee outline will be given at the beginning of the year.

No refunds for school closures.



##### b) Bank Fees

An amount of **\$20.00** 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, interac and by cash.

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 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 or 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 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 is comprised 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 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 a 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. If the payment schedule is not respected. 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 on school daycare services). The receipt will be issued to the payer. The SIN is mandatory for every payer. The social insurance number is mandatory for every payer, unless box indicating; I wish to withhold my social insurance number is checked on the registration form.

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 lower student/supervisor ratio and is well below the Government standards.

### b) Absent Students

*If your child will be absent from the lunch program you must advise the technician by email [mqogoris@lbsb.qc.ca](mailto:mqogoris@lbsb.qc.ca) or phone at 514- 685-9690*

### d) Lunchtime Dismissal

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parent or legal guardian 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 the Lunchtime.

### e) Emergency Measures

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

**The relocation centers are:**

ST. LUKE'S PARISH	106A Anselme- Lavigne	D.D.O.
CHRIST LUTHERAN CHURCH	57 Westpark boulevard	D.D.O.
HFS	2 rue Hope	D.D.O.

## **8. HEALTH**

### **a) Nutrition**

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

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

Please review the Food and Nutrition Policy: [Food & Nutrition Policy](#)

### **b) Allergies & Medication**

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

[Policy on Safe & Caring Schools](#)

### **c) Sick Students**

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible or use the emergency names and numbers listed on your registration form. 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 use the emergency names and numbers listed on your registration form.

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: **Margaret Gogoris at 514-685-9680 for any inquiries or email: [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca)**



## 10. LUNCH PROGRAM ORGANIZATION

### a) Attendance

Children are expected to attend the lunch program as scheduled. If your child will not be attending an email to [mgogoris@lbpsb.qc.ca](mailto:mgogoris@lbpsb.qc.ca) or a telephone call must be made to the technician. **This does not applied to children who are absent from school.**

### b) **Personal** **Belongings**

Personal belongings must be identified, including the lunch bag. The lunch program is not liable for the 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 program adheres to the school rule of conduct. These rules are in your child's agenda and also on our school website.

## **12. HOT LUNCHESES (Chartwells)**

This service is offered every Wednesday. This is an extra service paid by the parents, therefore parents are responsible for the ordering of the meals.

Also Pizza and TCBY are offered by Home & School twice a month and parents are responsible for the order and for remembering the dates of these services.

## **13. LUNCH FOOD FEE**

When a child does not bring a lunch to school, we call the parent to see if they can bring a lunch. If that is not possible we provide a lunch to the child for the cost of \$3.00.

## **14. EXTRA CURRICULAR ACTIVITIES**

There are three sessions of extra curricular activities during the school year which are offered during the lunch program through Educ-Action at an additional cost.