

## Our Philosophy

In the Daycare Program we 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 concerns or questions we are always available to discuss them.

## Daycare Fees

Please make all cheques payable to Westpark Daycare. Our fees are calculated according to the Ministry of Education guidelines for a subsidized program. Our fees are based on the rate determined by MEESR. We would appreciate post-dated cheques. The first cheque should be dated for the 15th of September and thereafter for the 1st of every month through to May. In the month of June you will be issued a statement of account for the balance of the year. All adjustments will be made at this time. Please indicate your child's name on all payments. Daycare does not accept sporadic registrations.

To be eligible for the government subsidy, you must be registered in the Daycare Program for either 3, 4 or 5 days per week by September 30<sup>th</sup>. For those using the Daycare Program for only 3 or 4 days there will be an extra charge for Lunch Program use on the other days.

## Late Fees

Our Program closes at 6:00 p.m. sharp and therefore a fee of \$1.00 per minute will be charged after closing. Parents must make every effort to ensure that their children are picked up no later than 6:00 p.m. Inclement weather cannot be taken into consideration. If you are not able to pick up your children before 6:00 p.m. you must make alternate arrangements.

## Lunch Program Fees

Please make all cheques payable to Westpark Daycare. We would appreciate two post-dated cheques dated September 15th and February 1st in the amount of \$175.00. You may choose a second option of ten postdated cheques on the first of every month in the amount of \$35.00. Please indicate your child's name on all payments.

Please note that we are unable to give credit or refund for the days your child does not attend the Lunch Program.

The above mentioned fees are subject to revision.

## Policies and Procedures

The Daycare entrance is located on the side of the school near the parking lot. Please ring the bell and an educator will buzz you in. An educator will call your children to the door. Please note that the doors are locked for security reasons and no one is permitted to open them to anyone other than school staff.



**PARKING:** Parents using daycare services in the morning may use the front parking spaces **only**.

### Study Periods

Homework supervision is provided daily for the students. The educator will not be tutoring your child but will be available for any questions during this period. The educator is not required to check to see if all the homework is done nor will the educator check for errors.

### Pedagogical Days (Daycare Program)

The fee for pedagogical days is the rate determined by MEESR for supervision plus an activity fee when applicable. The Daycare will be closed on all statutory holidays as well as March Break, Christmas, Easter and one day in November for professional development.

### Food (Lunch Program)

Children must bring their own lunch and utensils. Any exchange of food is not permitted due to allergy possibilities. We abide by the red dot policy (please see nutrition policy on LBPSB web site). Please ensure that lunch boxes and containers are clearly labeled.

### Fee for NSF/Returned Cheques

Please be advised that a \$20.00 fee will be charged to parents for any cheques issued to the school that are returned to us by our bank due to insufficient funds, closed accounts, etc.

### Unpaid Balance

Students who begin the school year with an outstanding balance from the previous year will not be admitted in to the Daycare Program until such time as the balance is paid in full by cash or certified cheques.

### Medication

In order to administer medication to your child you must complete a "Request & Authorization for the Distribution of Medication at School Form (A) & Release of Liability for Distribution of Medication Form (B)" which can be obtained from either the Daycare Office or the school office. We cannot administer any medication without prior authorization.

### Outside

Except in extreme weather conditions all children will be spending part of their lunch and Daycare period outdoors. Please ensure that your child is appropriately dressed.

### Sick Children

If a child becomes ill during the course of the day, parents will be notified as soon as possible and must be available to pick up their child. If your child is not feeling well, please DO NOT ask the educator to keep him/her inside all day. School policy dictates that if a child is well enough to be sent to school, then the child follows the routine of the school - which includes outdoor recess in good weather. If your child is sick with anything contagious, please do not send him/her to school.

### Parent User Committee

The Daycare Parent User Committee is chaired by the Daycare Technician and acts in an advisory role. Parents make suggestions and recommendations to the rules of operations, special projects, field trips, etc. It focuses on the quality of the daycare service and provides a forum for consultation and feedback. Please contact the Daycare Technician if you are available to sit on this committee.

### Leaving School Property

Students are not permitted to leave the school property without written parental permission. This includes going home for lunch on days they are registered to be in Lunch Program.

### Toys

Please do not allow your child to bring any toys or valuable items to school. Exceptions maybe made on professional days. We do not take any responsibility for lost or broken items.

### Birthdays

Birthday treats are not permitted in daycare, as per school policy.

### Change of Service or routine

A request for a change of service from daycare to lunch or vice versa must be done in writing ten days before the change occurs. 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. No changes will be able to be accommodated after 11:30 a.m. Please clearly state your child's name and grade level with any request.

### Behavior

Lunch and Daycare Program has implemented the following list of consequences for students who display unacceptable behavior.

**One: VERBAL WARNING**

Sometimes a child has forgotten a rule or is carried away with his/her behavior. A reminder of the limits is often enough.

**Two: LOSS OF PRIVILEGES**

A loss of privileges for that day, or occasionally longer.

**Three: REFLECTION ROOM**

If the above steps have not worked for a student, he/she will be sent to the Reflection room for one or two days depending on the circumstance. This is a supervised room during the lunch hour where a student is encouraged to discuss alternate behavior and he/she is given strategies to cope with their inappropriate behavior.

**Four: PARENTS INFORMED**

We will notify parents if the above steps have not worked and that the child continues to misbehave. We will work with the parents to try and find an acceptable solution.

**Five: SUSPENSION or EXPULSION**

As a last resort a child may be suspended. In the case of expulsion, the fees for the remaining days in that month shall be forfeited and the remaining checks shall be returned.

Unacceptable behavior includes leaving the school property without permission, the use of foul or abusive language, behavior endangering others, lack of respect for others and their property, and repeated failure to co-operate and listen to the supervisor's direction.



# Westpark Daycare/Lunch Information Booklet

