

Howick Elementary School

5 Lambton Avenue

Howick, Quebec

J0S 1G0

Tel: 450-825-2606

howickdaycare@nfsb.qc.ca



HOWICK GUIDELINES

1. School rules and regulations as outlined in the Student Agenda apply in all cases. Also, Government regulations apply in certain areas of the Guidelines. Please be advised that children must follow the “Rules of Conduct & Safety” indicated in your child’s agenda.
2. The parent/guardian and the Government will finance the daycare service for the **2022/2023** school year. Daycare services are self-financed following the Ministry of Education Guidelines.
3. **Government regulations require parents/guardians to sign their child (ren) in and out of the daycare (signature). Child (ren) in grade 6 may sign for themselves, with parental consent.**
4. Government regulations state that children who are being picked up after school and are registered with the Daycare must be picked up at the daycare and **NOT AT THE OFFICE**. Should a parent/guardian arrive early the parent/guardian must sign the child (ren) out. Should you ask that your child(ren) walk home or be picked up by another person than yourself, please give us a written note or send an email to howickdaycare@nfsb.qc.ca . The Daycare will not be responsible for the child (ren) once they have left school premises.

MEDICATION:

5. If your child (ren) needs medication it is essential to fill out the Authorization to Administer Medication Form from the New Frontiers School Board. All medication must be in prescription form.

REGISTRATION AND PAYMENT:

6. ALL CHEQUES ARE PAYBLE TO “Howick Daycare”. You can also pay by internet; your reference number will be given to you at the beginning of the school year. Cash and money orders are also accepted. Parents/guardians are required to pay by **THE 15th OF EACH MONTH**. Parents can pay online with their payee information found on your invoice or deposit their payments in the deposit box at daycare after counting the amount with an educator and signing the receipt sheet. Please note that a waiting list will be created if needed to complete an extra group.

7. Parents/guardians need to have their child (ren) registered by September 30, 2020 in order for the daycare to be subsidized for the \$8.95 government program. Please note that a waiting list will be created in the event we need to open an extra group.

8. The following fees apply to families who use the daycare on a **sporadic/occasional** basis only.

Hours	Per child
6:45 a.m.** – 7:50 a.m. 2:45 p.m. – 6:00 p.m.	\$8.95
6:45 a.m.** – 7:50 a.m. Only	\$ 3.00/hr
2:45 p.m. – 6:00 p.m. Only	\$3.00/hr
PEDAGOGICAL DAYS	\$ 10.00 + activity fee (if applicable)

Registrations for pedagogical day are on first come first serve bases. A note will be sent home if a second group cannot be open so you can make other arrangements. For pedagogical days price will be \$10.00 for 10 hours plus activity fees. Should your child (ren) exceed the 10 hours, an additional fee of \$5.00 per child will be charged.

9. Once you have committed yourself to these days, you are obliged to pay for the day and the activity even if your child (ren) does not attend.

10. When you are on the \$8.95 program, you are entitled to 5 hours of daycare, which includes two of the three periods (morning, lunch and afternoon). The parents are obligated to sign up for lunch, however if you exceed your 5 hours per day, you will be charged an extra \$5.00.

NON-PAYMENT OF FEES:

11. If the due fees are not paid within one week of the invoice – 15th of the month the Technician/Principal will give the parent/guardian a first warning. The parent/guardian has one week to fulfill his/her obligation. If then, after that week, fees are still not paid a payment agreement will be made, if it is not respected, the child (ren) will lose the privilege of the service after one missed payment. Once loss of daycare services occur, the student cannot return until 50% of the balance has been paid.
If it is a joint custody situation, where one parent/guardian is paying their fee's and one parent/guardian is not, daycare services will **only** be removed for the weeks of the parent/guardian who fails to make their payments.

*Please note it is possible to make smaller weekly payments, instead of one bulk payment per month to help budget expenses. If you wish to make a payment weekly, please email howickdaycare@nfsb.qc.ca

12. Parents/Guardians must advise the technician of the child's absence from daycare at howickdaycare@nfsb.qc.ca. All changes in your child's schedule must be written in the agenda. According to the MEES there will be no sick days for children, therefore you must pay for each absence.
13. Government regulations state that Federal and Provincial income tax receipts will be available.
14. Should you have one N.S.F (non-sufficient funds) check, all payments thereafter must be by **CERTIFIED CHECK, CASH, MONEY ORDER ONLY OR INTERNET**. A \$20.00 N.S.F charge will be applied to your account.
15. A late pick up penalty of \$1.00 **per minute** (after 6:00 p.m.) will be charged per child.
16. There is a minimum of \$25.05 per week even if the child has not used \$25.05 worth of service. This is for full-timers only (3 days/week) or more.

MISCELLANEOUS

17. Snacks will not be provided by the daycare but by the parent/guardian. Healthy snacks only will be permitted – i.e. fruit, yogurt, cheese, granola bars, muffins containing fruit etc.
18. Parent/guardian concerns will be dealt with by the Technician in consultation with the Principal. The Principal will render final decisions.
19. A 2-week written notice on leaving the daycare or any extended absence must be reported to the Technician in by email with a copy to the school Principal. A minimum of 3 days per week will be charged.
howickdaycare@nfsb.qc.ca
melanieprimeau@nfsb.qc.ca

20. For the sporadic child (ren) a schedule of needed daycare days for each week **must** be given to the Technician one day prior. This will enable the Technician to better keep track of who is attending or not.

Page 4

21. There will be a time slot for the child (ren) to be able to do their reading when needed (from 4:15 p.m. to 4:45 p.m.). Please keep in mind that it is your child's responsibility to it.
22. Should the school be closed, i.e. snowstorm, then the daycare will also be closed. Any school closures will be announced on the radio. (CJAD, MIX 96), as well as on the school's and school boards Facebook page and the Howick Daycare Teams.
23. Students are **not permitted** to return to their classrooms for forgotten items during the after school daycare.
24. Students must have a pair of shoes at daycare.
25. Should you require further information, please contact the daycare coordinator at howickdaycare@nfsb.qc.ca

Please sign and return the following page stating that you have read and agree to all guidelines.

Thank you for your cooperation.

Miranda Strong
Daycare Technician

Mélanie Primeau
Principal

HOWICK SCHOOL DAYCARE

CONTRACT

I, _____ (parent/guardian's name printed)

have read and fully understand the Howick daycare guidelines.

Parent/Guardian's Signature

Date signed

Child name

***Please return with registration form**

