

## Payments

Daycare payments are due at the end of each month. You may pay **cash, or make online** payments by the **last week of the month**.

**Should the previous month's payment not be received in full, parents will be required to settle the outstanding account prior to sending their child back to Daycare. Parents with outstanding balances will not be able to register their child for Ped Day activities or Daycare for the following year.**

Tax receipts will be issued in February to the parent who makes the payment.

Late Fees: \$1.00 per minute



## Sir Wilfrid Laurier School Board

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

## Twin Oaks Elementary

### Daycare

700 Lisane, Laval, QC, H7P 3T2  
Tel. 450 680-3045 FAX. 450 625-1414  
Principal: Daniel Tremblay  
Vice Principal: Antoinette Caprera



#### Operating Hours:

**AM: 7:00-8:55**

**PM: 3:50-6:00**

**Ped. Days: 7:00-5:00**

**Sabrina Valletta**  
**Daycare Technician**  
Email: [svalletta@swlauriersb.qc.ca](mailto:svalletta@swlauriersb.qc.ca)  
Tel.: 450-680-3045 ext. 7417

## Sign In/Sign Out

Parents are expected to come in with their child(ren) and sign them in each morning; as well they are expected to sign them out in the afternoon.

Please refrain from using your cell phone when dropping off or picking up your child(ren) as they require your full attention at these key transition times.

## Emergency Closures

If the school should announce a closure, the Daycare might also be closed. The announcements will be posted on the School Board's website, FB page, as well as on the radio.

# Daycare Information

Welcome to **Twin Oaks** Daycare, which is a MEQ subsidized Daycare service, therefore the MEQ fees are in effect. Sporadic students who are not registered will pay a fee determined by the administration and accepted by the school's Governing Board. Your child(ren) must be registered and attending by September 30, in order to benefit from the MEQ allocations.



## Philosophy and Goals

- To ensure the safety and well-being of the child
- To provide physical, art and recreational activities that contribute to the child's overall development
- To help and encourage social skills such as cooperation and respect
- To provide each child with a safe, fun and relaxing Daycare environment

Along with the philosophies and goals of our school, the Daycare staff will give your child(ren) the care and tools to begin and end his/her day in a positive way.

## Bussing

Bussing is not available to students who attend Daycare 5 full days a week (AM&PM). For all other students, schedules must be pre-determined for bussing throughout the school year. Students cannot attend daycare on days they are scheduled for the bus OR attend the bus on days they are scheduled for daycare.

## Regular Daycare Users

A regular Daycare user attends Daycare at least 1 day/week and 2 periods/day consistently. The fee for a regular user is \$9.50 per day per child. **The payer is expected to pay for the number of days for which their child has been registered; there will be no reimbursement for days absent.**

Regular 5 days users do not pay school lunch supervision fees.

Regular 4 days users pay 20% of school lunch supervision fees.

Regular 3 days users pay 40% of school lunch supervision fees.

Regular 2 days users pay 60% of school lunch supervision fees.

Regular 1 day users pay 80% of school lunch supervision fees.

### Attendance:

The Daycare educators will take attendance every day.

If there are any changes on scheduled Daycare attendance, **parents must advise the Daycare Technician** by e-mail or with a written note.

**(Daycare and School are two different entities)**

**Any changes to the schedule requires a 2-week written notice.**

The schedule can be modified only twice/ year.



## Sporadic Daycare Users

A sporadic registered user attends Daycare occasionally. The fee for a sporadic user is **\$16.50 per day** whether they attend morning, afternoon or both. The request must be forwarded by e-mail to the Daycare Technician at least 48 hrs before the requested date.

### **Pedagogical days**

The hours are from **7:00AM-5:00PM.**

There will be no school bus or catering services on these days.

A planned activity for each Ped Day may be spent in school or out on a field trip .

The base fee is **\$15.85** plus an activity fee (if applicable). **These fees are non refundable.**

An invitation letter will be e-mailed to parents 1-2 weeks prior to the date and must be returned signed, before the deadline during school hours if you plan to have your child(ren) attend. **Registrations will not be accepted on the morning of the activity.**

Children are encouraged to have a pair of shoes for Daycare as they will not be permitted to go to their classes to get their shoes.

### Homework:

There will be a 30 minute homework/study period every day from Monday to Thursday for Grades 2-6. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

### Breakfast and Snacks:

Students can eat breakfast provided by parents from 7:00-8:00. We cannot microwave any food.

It is up to the parents to provide a healthy lunch as well fruit and healthy snacks for after school.