

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

Twin Oaks Elementary

Daycare

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



Operating Hours:

AM: 7:00-8:50

PM: 3:45-6:00

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

**Dorinda Raymond
Daycare Technician
Email: draymond@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. (Needs to reflect the school educational plan)

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 may not take the bus on the days that they are scheduled to be at the Daycare.

Regular Daycare Users

A regular Daycare user attends Daycare at least 1 day per week and 2 periods per day consistently. The fee for a regular user is \$10.00 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-day users do not pay school lunch supervision fees.

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

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

Regular 2-day 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 in scheduled Daycare attendance, **parents must advise the Daycare Technician** by e-mail or with a written note.

(Daycare and School are 2 different entities)

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

The schedule can be changed only twice a year.



Non-Regular Daycare Users

A non-regular registered user attends Daycare occasionally. The fee for a non-regular user is **\$18.50 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 hot lunch services on these days.

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

The base fee is **\$16.50** plus an activity fee (if applicable). **These fees are not refundable.**

An invitation letter will be e-mailed to parents 2 weeks prior to the date and must be returned signed, before the deadline.

Registration will not be accepted on the morning of the activity.

For Ped Day field trips, spaces on the bus are limited, therefore registration will be on a first come first served basis.

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

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.