

Pinewood Daycare

Payments

Daycare payments are due as they appear on the statement of account provided by email. You may pay cash or make internet payments by the **20th of each 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.

NSF Cheques: \$5.00 per cheque

Late Fees: 1.00\$ per minute



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

235 Montée Lesage
Rosemère, Québec
J7A 4Y6

Phone: 450-621-5600
Fax: 450-621-7921
E-mail: swlauriersb.qc.ca



Sign In/Sign Out

Parents are expected to come in with their child(ren) and sign them in each morning; and 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 may or may not be closed. Please refer to the SWLSB website or Facebook page, as well as on the radio. If the daycare is to provide service during a closure, only students who are scheduled on that day are entitled to the service. The day will be considered as a pedagogical day for those students who are present.

Campus A
412 Chemin des Anglais
Mascouche, QC
J7L 3R1

Campus B
1728 rue Thacker
Mascouche, QC
J7L 2G8



Operating Hours:

AM: 6:30-7:55
Lunch at B:
11:20-12:20
Lunch at A:
11:25-12:25
PM: 2:35-6:00

Ped. Days: 7:00-5:30

Marie-Antoinette
Karamanoukian
Daycare Technician

Email:
mkaramanoukian@swlauriersb.qc.ca
Tel.: 450-621-5600 ext. 5520
Fax.: 450-477-6887

Daycare Information

General Information

Welcome to Pinewood Daycare (Campus A), which is a MEQ subsidized Daycare service, therefore the MEQ fees are in effect. Non-regular 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 30th, 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 harmonious 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.

Regular Daycare Users

A *regular Daycare user* attends Daycare at least 1 day a week and 2 periods a day. The fee for a regular user is \$9.20 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 lunch supervision fees charged by the school.

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

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

Regular 2-day users pay 60% of lunch supervision fees.

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

If at any time during the school year you no longer need Daycare services, you will be responsible for paying lunch supervision for the remainder of the year.

Homework Period (optional attendance):

There will be a 30-minute homework/study period every day from Monday to Friday for Grades 1-6. 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 6:30-7:15. We cannot microwave any food.

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

Campus B daycare students are shuttled to and from campus A.

Indoor Shoes:

Children are encouraged to have a pair of indoor shoes for the gymnasium, library and classroom periods. Winter and rain boots are not permitted in those locals.



Attendance:

The Daycare educators will take attendance every day. If there are any changes in the scheduled daycare attendance, **parents must advise** the **Daycare Technician** by e-mail. **Any changes** to the schedule **require a 2-week written notice.**

The schedule can be changed only twice a year.

Daycare and School are 2 different entities

Non-Regular Daycare Users

A *non-regular* registered user attends daycare occasionally. The fee for an occasional user is \$18.00 per day whether they attend morning, afternoon or both. The request must be forwarded by e-mail to the Daycare Technician, at least 48 hours before the requested date. Decision to accept or not will depend on the group's ratio (1 educator per 20 students).

Pedagogical Days

The opening hours are from **7:00AM-5:30PM**. There will be no school bus services on these days. A planned activity for each Ped Day may be held in school or out on a field trip. The base fee is **\$15.55** 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 our ped day field trips, spaces on the bus are limited, therefore, registrations will be on a first come first serve basis.

