

2023-2024

INFORMATION DOCUMENT FOR PARENTS USING THE VANGUARD SCHOOL DAYCARE



Contact information for the school daycare

Postal Address:

5935 Chemin de la Côte-de-Liesse, Saint-Laurent (Qc.), H4T 1C3

sdg@vanguardquebec.qc.ca

Direct line **DAYCARE** (cafeteria): **514.747.5500 ext. 2100**

Direct line for **Person responsible**: **514.747.5500 ext. 2143**

Prepared by: Karine Tremblay, Responsible for school daycare.

The operational rules are communicated at the time of registration and each time a change is made.

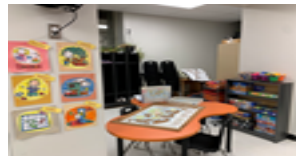
Date: September 2023

CONTEXT AND PARTICULARITIES OF THE VANGUARD SCHOOL DAYCARE

Because Vanguard School serves a very large territory, transportation needs can vary greatly from family to family. The vast majority of students attending the school receive bus transportation, but this is not the case for all students. The daycare service is designed to meet the needs of families who do not have access to school transportation. It offers them a quality service, with hours of operation adapted to the needs of the families.

SCHOOL DAYCARE OBJECTIVES

- Ensure the safety and general well-being of the students during the hours they are not in class;
- Participate in the achievement of the school's educational project objectives;
- Provide a place for children to play and learn;
- Implement recreational activities and projects that contribute to the overall development of the students;
- Encourage the development of social skills such as respect, sharing and cooperation;
- Offer additional support to families who cannot benefit from school transportation by providing a safe and stimulating place to drop off their children before school starts and to pick them up at the end of the day or during pedagogical days.
- Support students in their school work (homework and lessons) after school by providing an adequate place to accomplish this and by providing access to the required materials.



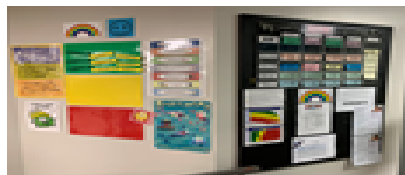
EDUCATIONAL PLATFORM AND ACTIVITY PROGRAM

The Vanguard School's educational platform is designed to provide a safe and stimulating environment for children to learn and grow. It offers diverse activities and opportunities for exploration to encourage learning and curiosity.

Children can have fun and learn at the same time with activities that promote their cognitive, physical, social and emotional development. These activities also allow children to consolidate and practice cross-curricular skills worked on in class, such as collaboration, respect for others, autonomy and responsibility, as well as their creativity. Various opportunities to practice these skills are offered throughout the school year by:

- **Routine activities:** These take place on a daily basis. They are associated with greeting, hygiene, lunch, snack and upon departure.
- **Free activities:** Indoor or outdoor games, in groups or individually. They offer the possibility for the student to choose among a certain number of activities according to his or her preferences at the time and allow the use of varied and stimulating material.
- **Workshops (short and long term):** These workshops, offered at lunchtime or at the end of the day, aim to achieve educational objectives (crafts, musical expression, cooperative or board games, scientific or culinary activities or more elaborate projects such as theater, improvisation, choir, etc.).
- **Special activities:** These take place at special times of the year. These are the educational and recreational outings offered on pedagogical days. They are also projects associated with certain holidays such as Christmas or Halloween.
- **School work period:** Allows students to do their lessons and homework at the daycare and to get the necessary support for their completion. It is preceded by a recreation period and takes place in a calm atmosphere conducive to concentration (approximately 30 minutes, daily).

*** Watch for the weekly schedule posted on the daycare's bulletin board.**



RULES AND REGULATIONS

- **Arrival and departure of students:** The access door to the daycare service is located behind the school where a parking space is reserved for parents of the daycare service (Isabey street). The child must use this door at all times. It is forbidden to use any other door or to circulate in the school. The parent must ring the bell in order to have a staff member greet the child at the door.
- When arriving in the morning**, for safety reasons, it is strongly recommended that parents bring their child directly to the daycare center.
- At the time of departure**, only the persons indicated on the registration form will be permitted to leave with the student. Proof of identity may be required by the daycare staff. Any authorization for a new person must be in writing. The educator will record the time the student leaves on the attendance sheet.
- For any change related to the authorization to leave alone, parents must complete a written and dated document determining the new arrangements.

Daycare ratio: 1 educator for 20 students

- **Opening hours:**
- Before school starts: **6:45 am to 7:45 am**
 - Lunch period: **11:20 am to 12:20 pm**
 - End of classes: **2:40 pm to 6:00 pm**
 - Pedagogical days: **7am to 6pm**
 - March Break: **The daycare service will be closed from March 4 to March 8, 2024.**
 - Holidays: The daycare service is closed and no fees will be charged.
- **Behavior code at the daycare:** At the daycare, we have the same rules of life, same dress code and same values as the school including the forbidden use of electronic equipment (cell phones, Ipods, etc...) as mentioned in the student's school agenda (Reference: page E-6 to E-10).
- **Lunch period:** During lunchtime, students are supervised by monitors. Various activities are offered to students. Some paid extracurricular activities are also offered to students who wish to participate.

Lunchtime supervision ratio: 1 monitor for 33 students.

- **Meals and snacks:** In order to respect the Healthy Living Policy, it is recommended to offer a healthy and balanced lunch. A catering service is offered to parents who wish to take advantage of this service*. The snacks accepted at the daycare are the same as those offered at school, i.e. nut and peanut free. **No food sharing is permitted.** *On pedagogical days, the catering service is closed.

- **Homework period:** There is no official homework period with tutoring, however, the educators are available to support the child who wishes to do his homework in a calm environment conducive to concentration. The school offers a tutoring service to students for more targeted academic support:
https://docs.google.com/forms/d/e/1FAIpQLSdteptRTvIw6qYzI8BjaxyIrlr8qJeqMI BQE_BvNUusknPxc/viewform?usp=sf_link

- **Pedagogical days and days outside the school calendar**

Information and procedures are sent to all parents by email the previous month. Registration and payment are done through the school portal. Outings and activities are offered on a rotation basis;

- 1) **Thematic day of activities and animations** (by school daycare staff) at the school. No minimum no. of registrations is required for the opening of daycare service during the thematic days at school.

- 2) **Day trip** (activity outside the school). A minimum of 15 students is required to maintain the outing. If the minimum number is not attained, the daycare service will offer a thematic day at the school.

March Break: No activities are planned, the daycare is closed during this period.



DAYCARE OPTIONS, PRICING AND PAYMENT

The Vanguard daycare service is a **subsidized daycare service** under the conditions and standards set out in the **Regulation respecting childcare services provided at school (I-13.3,r.11)**.

Registration and attendance (regular, sporadic or emergency). This form remains available at all times. The parent may register at any time during the school year. Written notice must be given to the person responsible for any change or cancellation in the child's attendance status.

Pricing and payment terms:

- Monthly payment is calculated based on the number of school days.
- Pedagogical days have been deducted from the monthly payment, as they have a special rate that includes daycare fees.
- Payment of daycare fees can be made online via a banking institution.
- For all payments received, a "Relevé 24" is issued at the end of the fiscal year to parents who issued payments

Fréquentation	Regular	Sporadic	Emergency	Pedagogical day
Rate*	9,20\$/Day	3,05\$/h	3,05\$/h	15,75\$/Day + cost of activity + transport
Conditions de paiement	Monthly Payment by bank transfer	Monthly Payment by bank transfer	Monthly Payment by bank transfer	Upon registration. Payment by credit card via the school portal. COBA

Regular attendance is recognized when a student is enrolled in two or more of the usual daily periods (morning, lunch, after school).

Sporadic attendance is recognized when a student is enrolled for only one of the usual periods per day (morning, lunch, after school).

An emergency attendance is the punctual presence of a student, without the parent having indicated a recurring need at the time of registration.

Late fees: Late fees (after 6:00 p.m.) are \$10.00 per full or partial 15-minute period until the child's departure.

* The amounts will be indexed annually on July 1st.

HEALTH AND SECURITY

During the year, it is important to:

- Notify the staff of any changes in the student's health.
- If the student needs to take medication during the daycare hours, it is important to fill out the appropriate form beforehand. The form must be returned with the original pharmacy container and the pharmacist's label.
- Daycare staff are not authorized to administer medication without a prescription.
- To avoid contagion, a student with symptoms of diarrhea, vomiting or fever will be sent home.
- In the event of a minor injury, first aid will be administered by the daycare staff.
- Daycare team members are trained and qualified in first aid.
- Each staff member is required to renew their certification every 3 years in general first aid.
- In the event of a serious illness or accident, a member of the daycare staff will immediately contact medical assistance, including emergency services or Info-Santé. Any costs incurred by the ambulance service are the responsibility of the parents.

➤ **Suspension or exclusion of the student:**

The rules of the school's code of life apply during the periods offered by the daycare service. In certain situations, the school principal and the person in charge of the daycare service may temporarily suspend a student attending the daycare service. The parent of the student concerned will be informed as soon as possible of this situation. In the case of major and recurrent violations, the school administration may permanently suspend access to the daycare service (expulsion).

➤ **Closure of daycare due to inclement weather or emergency situation:**

In the event of a snowstorm, announcements regarding the closure of the school and daycare will be made as of 6:00 a.m. on radio stations, the school website, by email and social networks. The daycare service will be closed for the day.

In the event of a major problem requiring the administration to close the school, the daycare will also be closed. Examples include: prolonged power outage, lack of heat, water main break, flood, fire or any other situation deemed unacceptable.

In the event of closure during the day, parents will be contacted and asked to pick up their children as soon as possible. If the situation requires it, the children will be temporarily located in premises adjacent to the school.