



ÉCOLE

Vanguard

SCHOOL

RULES AND REGULATIONS



2026-2027

SCHOOL DAYCARE

For the parents using the school daycare

CONTEXT AND PARTICULARITIES

Because Vanguard School serves a very large catchment area, transportation needs can vary considerably from one family to another. The vast majority of students attending the school have access to school bus transportation, but this is not the case for everyone. The after-school care program is designed to meet the needs of families who do not have access to school transportation. It offers them a high-quality service with hours of operation tailored to families' needs.

Additional information will be provided to parents whose children attend after-school care at a school other than the one where they are enrolled.

OBJECTIVES



Ensure the safety and general well-being of students during hours when they are not in class.



Provide a place for children to play and learn.



Organize recreational activities and projects that contribute to students' overall development.



Encourage the development of social skills such as respect, a spirit of sharing, and cooperation.



EDUCATIONAL PLATFORM AND ACTIVITY PROGRAM

The educational platform at Vanguard School's after-school program is designed to provide children with a safe and stimulating environment in which to learn and grow. It offers a variety of activities and opportunities for exploration to encourage learning and curiosity. Children can have fun and learn at the same time through activities that promote their cognitive, physical, social, and emotional development. These activities also allow children to reinforce and apply the cross-curricular skills practiced in the classroom, such as collaboration, respect for others, independence, and responsibility, as well as their creativity.

A variety of opportunities to apply these skills are offered throughout the school year through activities...



RULES AND REGULATIONS

ARRIVAL AND DEPARTURE OF STUDENTS:

The entrance to the after-school care program is located at the rear of the school, where a parking area is reserved for parents of after-school care students (Isabey Street). Students must use this entrance at all times. It is prohibited to use any other entrance or to walk through the school. Parents must ring the bell so that a staff member can greet the child.

AT DISMISSAL

Only the individuals listed on the registration form may pick up the student. After-school care staff may request proof of identity. [Any authorization for a new person must be provided in writing](#). The teacher records the time the student leaves on the attendance sheet.

FOR ANY CHANGES REGARDING PERMISSION TO LEAVE ALONE

Parents must complete a written and dated document specifying the new arrangements.

STAFF-TO-STUDENT RATIO

1 teacher per 20 students

1 lunch supervisor per 33 students

OPENING HOURS

Lunchtime: 11:20 AM to 12:20 PM

Afternoon: 2:40 PM to 5:30 PM

Professional Development Days: 7:30 AM to 5:30 PM

Public Holidays and Spring Break: The after-school care program is closed, and no fees will be charged

RULES OF CONDUCT

The rules of conduct and the consequences for violations are based on the school's code of conduct to ensure continuity between the after-school care and lunch supervision services and the classrooms. These rules are posted in the lunchrooms. We ask for your cooperation

LUNCH PERIOD

Students eating lunch are supervised by members of the "Lunch & SDG" team. A variety of activities is offered to students. Certain paid extracurricular activities are also available to students who wish to participate.

MEALS AND SNACKS

A paid cafeteria service is available to students who wish to use it*. The snacks allowed at the after-school care program are the same as those at school, meaning they must be nut- and peanut-free. Sharing food is not permitted.

*The cafeteria is closed on professional development days.

EDUCATIONAL DAYS AND DAYS OUTSIDE THE SCHOOL CALENDAR

Information and instructions are sent to all parents via the previous month's newsletter. Field trips and activities are offered on a rotating basis;

THEME DAY WITH ACTIVITIES LED BY SDG STAFF AT THE SCHOOL

No minimum number of registrations is required for the service to operate on theme days at school.

FIELD TRIP DAY (ACTIVITY OUTSIDE THE SCHOOL)

A minimum of 10 students is required for the field trip to take place. If the minimum number is not reached, the daycare service will offer a theme day at school.

OPTIONS, PRICING AND PAYMENT

The Vanguard School daycare program is a subsidized daycare service provided in accordance with the conditions and standards set forth in the Regulation respecting school daycare services (I-13.3, r. 11).

Enrollment and attendance (regular, occasional, or emergency). This form is available at all times. Parents may enroll their child at any time during the school year. Written notice must be sent to the person in charge of the after-school care program for any change or cancellation of the child's attendance status.

Fees are billed monthly and calculated based on the number of school days. Professional development days are subject to a special rate that includes childcare fees. Childcare fees may be paid online through a banking institution. For all payments received, a Form 24 is issued to paying parents at the end of the fiscal year.

In accordance with the Childcare and Lunch Supervision Policy, this service must be self-financing.

Fréquentation	REGULAR	SPORADIC	EMERGENCY	PEDAGOGICAL DAY
Rate*	10,00\$/day	3,30\$/h	3,30\$/h	17,05\$/day + cost of activity + transport
Payment Terms	Monthly payment by bank transfer	Monthly payment by bank transfer	Monthly payment by bank transfer	Registration required. Payment by credit card via the COBA portal

* These amounts will be adjusted annually as of July 1 of each year

Regular attendance is recognized when a student is enrolled in two or more sessions per day during the usual time slots (lunch and after school).

Sporadic attendance is recognized when a student is enrolled in only one session per day during the usual time slots (lunch and after school)

Occasional attendance refers to a student's one-time presence, without the parent having indicated a recurring need at the time of registration.

Late fees: Late fees (after 5:30 p.m.) are \$12.00 per full or partial 15-minute period until the child leaves.

HEALTH AND SECURITY

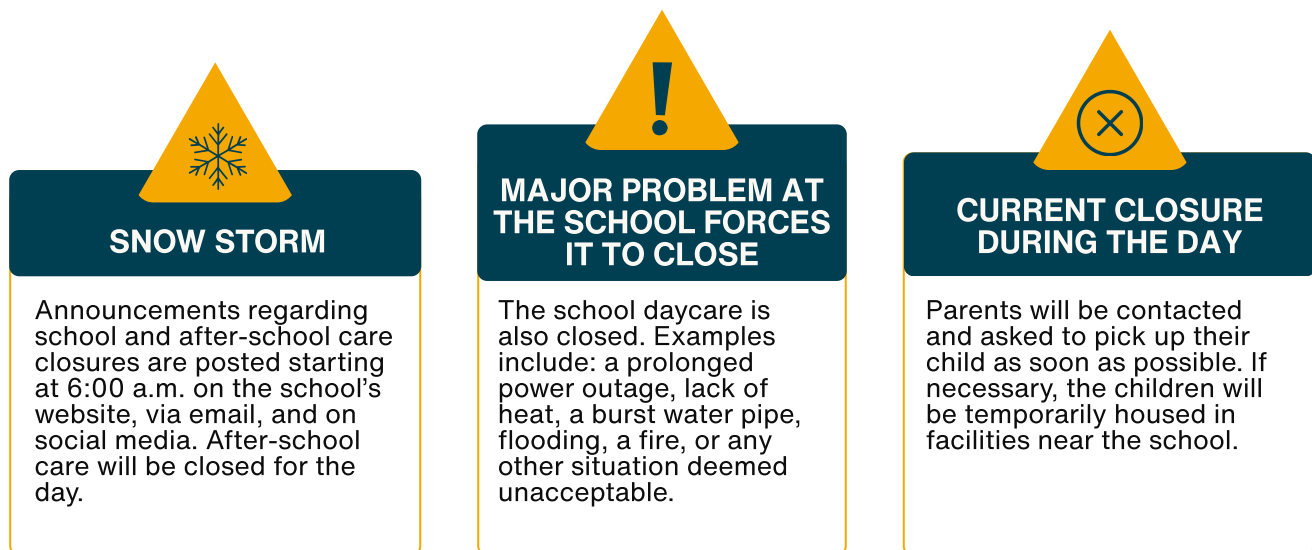
EDURING THE SCHOOL YEAR, IT IS IMPORTANT TO:

- Notify staff of any changes related to the student's health.
- If the student needs to take medication during after-school care hours, it is important to complete the designated form in advance. This form must be submitted along with the original pharmacy container and the pharmacist's label.
- After-school care staff are not authorized to administer medication without a prescription.
- To prevent the spread of illness, a student exhibiting symptoms of diarrhea, vomiting, or fever will be sent home.
- In the event of a minor injury, after-school care staff will administer first aid.
- After-school care staff members are trained and certified in first aid.
- Each staff member must renew their general first aid certification every 3 years.
- In the event of illness or a serious accident, a member of the after-school care staff will immediately contact medical assistance, specifically by calling emergency services or Info-Santé.
- Any costs incurred by the ambulance service are the responsibility of the parent.

SUSPENSION OR EXPULSION OF THE STUDENT:

The school's code of conduct applies during the hours the after-school care program is in session. Depending on the situation, the school administration and the person in charge of the after-school care program may temporarily suspend a student attending the program.

FERMETURE EN CAS D'INTEMPÉRIES OU DE FORCE MAJEURE



CONTACT INFORMATION



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