

## Hours of Operation

We offer daycare services during three time blocks of a regular school day:

**Block A | Before School: 7:00 – 8:55 am**

**Block B | Lunch: 12:25 – 1:20 pm**

**Block C | After School: 3:42 – 6:00 pm**

Parents who pick up their child on a **regular school day after the 6:00 p.m. closing time will be charged \$1.00 for every minute after 6:00 p.m.** To avoid any conflict or misunderstanding, the time will be determined by the school clocks and the daycare educator. Billing for late pickups will be included on the monthly invoice. Parents must sign a late fee form.

All levels, with the exception of K4 and K5, have a compulsory homework period of at least 30 minutes. Children who do not have homework or choose to do their homework at home instead are expected to work quietly so as not to disturb the other students.

**On pedagogical days the daycare is open from 7:30 a.m. until 5:30 p.m.** Parents must register their children by signing them up for the pedagogical day.

**Daycare is also open on Inclement Weather Conditions from 7:30 a.m. until 5:30 p.m.** Daycare service will only be open for students registered as regular users, OR sporadic users registered for that particular weekday in daycare. Fee for daycare will be the same as on pedagogical days.

**Closings:** Daycare is closed on legal holidays and school holidays (Christmas and March break). If the school is closed for reasons beyond our control (unforeseen circumstances), the daycare will be closed as well.

## Additional Information

In order to facilitate dismissal procedures, please inform the daycare before 12:30 p.m. if your child will not be attending after school.

No medication can be given without the parent/guardian's consent. Please provide the original pharmaceutical container with the child's name, dosage, duration of treatment and doctor's name. Consent forms can be obtained through the office.

Students are required to bring a nonperishable snack for the snack period after school. This snack should be in addition to their regular lunch. Please remember that Jules Verne is a nut-safe school.

Students enrolled in daycare must follow a regular schedule if they require the use of the school buses. This fixed schedule can be modified twice during the year. For safety reasons, students will not be permitted to take the bus on days which are not regularly scheduled. If a change of daycare days is necessary, parents must pick up their children from the school.

Programs are planned by the daycare educators monthly. They may include arts, crafts, gym, outdoor play and special activities.



## JULES VERNE ELEMENTARY

## DAYCARE INFORMATION

[julesverne.swlauriersb.qc.ca](http://julesverne.swlauriersb.qc.ca)



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



 **JULES VERNE ELEMENTARY SCHOOL**

1701, de l'École  
Laval (Québec) H7G 1V5



**Daycare Technician**  
T. 450 680-3050, ext. 7816  
F. 450 662-5543

## • Status

- **Regular/Full-time:** Users who use the daycare on a regular basis of **one to five days per week** and **two periods per day**.
- **Occasional/sporadic:** Users who use daycare services on an irregular or occasional basis.

## Regular daycare users: lunch supervision fee

- 5 day users do not pay lunch supervision fees.
- 4 day users pay 20%.
- 3 day users pay 40%
- 2 day users pay 60%
- 1 day user pays 80%

*Regular user daycare fee is set by the MEQ and subject to change\**



## Registration

Jules Verne Daycare services are available to all students registered in our elementary school.

Students can be registered by completing a **Registration Form** which may be obtained from the daycare technician.

Please note that your child must be registered and present in the program by September 30 in order for us to receive funding from the government.

Parents who wish to withdraw their child from the Jules Verne daycare must give one week's written notice to the daycare technician.

## HopHop App

HopHop is a simple and secure application that allows the daycare to synchronize the preparation of your child with your estimated time of arrival. For more details, visit their website [www.hophop.ca](http://www.hophop.ca).

- To ensure the safety and wellbeing of the child.
- To provide physical, artistic 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 their day in a positive way.

## Safety and Security

**Parents are required to sign in and sign out their children on a daily basis.** Students may not leave daycare alone without written authorization from a parent (to walk home). If someone other than the child's parent is picking them up from daycare, written authorization must be given by the parent. In an emergency, please call the daycare and inform the person who is picking up your child that they will be required to show valid photo identification (driver's license/medicare card)

Parents and students are not permitted to circulate in the school after 3:50 p.m. Students are responsible for bringing the necessary materials with them. Parents must wait at the daycare entrance for their children to be called.

The daycare and the school are two different entities.



## Payment

Regular Daycare users will be billed monthly. The cost is \$9.50 per day\*, per child. The invoice must be paid by the first week of each month. Payments can be made online. Please refer to the online procedures on the school's website under the daycare section. In addition, payment can also be made via Debit, Visa or Mastercard. Parents can meet with the daycare technician to make payments in person during office hours from 8:30 a.m. to 4:30 p.m.

The previous month's bill must be paid in order for daycare service to continue. Failure to make payment in full will result in the termination of daycare services immediately.

**Non-regular:** Users are charged \$16 per day per child and are expected to pay on the same day.

Billing for **pedagogical days** and/or **inclement weather conditions days** will be included on the monthly invoice. The cost is \$15.85 per day, per child. Additional fees will be charged for the activity that has been planned. Students who are registered but do not attend on pedagogical days and/or inclement weather conditions days will not be refunded.

Tax Receipts for daycare will be issued during the month of February to the parent who makes the payment.

Regular users who are absent are responsible for full fee payments for at least the first five consecutive days of absence.

