

<b>EASTERN TOWNSHIPS SCHOOL BOARD</b>	<i>Title:</i> <b>GUIDELINES FOR THE MANAGEMENT OF IN-SCHOOL DAY CARE</b>	
<i>Source:</i> <b>Director - Pedagogical Services</b>	<i>Adopted:</i> <b>Effective September 20, 2004</b>	<i>Reference Number:</i> <b>P031-1</b>

Eastern Townships School Board

# Guidelines for the Management of In-School Day Care

Pedagogical Services

September 20, 2004

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## **1. Objectives**

These guidelines are intended to facilitate daycare management by explaining the School Board's position on in-school day care. It can also be used as a tool to help schools set up, maintain and operate a day care service.

## **2. Legal Basis**

Under Article 256 of the Education Act, at the request of the governing board of the school, a school must provide child care for pre-school and elementary school students in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises. (This in accordance with the minimum of 15 regular participants.)

Article 258 of the Education Act allows a school board to hire personnel and make agreements for the purpose of Article 256. The board may require a financial contribution from those using its services.

Under article 454.1 of the Education Act, the government may, by regulation, prescribe standards for the provision of child care at school. This regulation may also deal with the nature and objectives of and the general organizational framework for child care provided at school.

Under article 451.1, the government has adopted the regulation respecting in-school child care. It details the nature and goals of in-school day care and defines general guidelines regarding access and personnel. It establishes measures for hygiene, health and safety. It indicates ways to control registration and attendance. It stresses the importance of forming a day care parents' committee.

### 3. Defining the Clientele

Article 256 of the Education Act requires that upon request from a governing board, day care must provide services to pre-school and elementary students. These students may be regular or occasional.

Pre-school and primary students are considered to attend regularly if they are kept beyond classroom hours for at least 2 hours and 30 minutes a day, three days a week.

### 4. Guiding Principles

- 4.1 The principal is in charge of day care in the school and ensures that activities provided complement the various pre-school and primary teaching programs.
- 4.2 “Day care must contribute to the students’ general well-being and, as part of the school’s education program, must pursue the students’ global development through activities taking into account their interests and needs while complementing the school’s educational activities.” (*Regulation on day care service in schools, article 2.1*).
- 4.3 “Day care must ensure support for students’ families, in particular by providing an adequate location and, as much as possible, the support needed to do their schoolwork after class.” (*Regulation on day care service in schools, article 2.2*).
- 4.4 “Day care must ensure the health and safety of students through safety measures and rules of behaviour approved by the school’s governing board under article 76 of the Education Act.” (L.R.Q., c, 1-13.3) (*Regulation on day care service in schools, article 2.3*).
- 4.5 The School Board follows the fairness principle in the organization and operation of each day care service.
- 4.6 A school’s education program must find its place in the school’s day care.
- 4.7 Day care must be offered to all students in their school to the extent possible while taking into account constraints related to the student or the physical environment.
- 4.8 If special activities organized by the day care entail extra costs for parents, they must be offered on a voluntary basis, providing alternative services for students who do not participate.

- 4.9 The financial contributions of user parents together with government allowances must make each day care service self-financing; this includes the contribution to collective services. \* appendix #1
- 4.10 The financial contributions of user parents and government grants must serve the needs of students in day care.

## **5. Roles and Responsibilities**

### **5.1 The School Board**

- 5.1.1 Ensures communication with the Ministry of Education;
- 5.1.2 Follows up on governing board requests for day care services;
- 5.1.3 Provides schools with support for the organization and maintenance of day care and professional development activities for day care staff;
- 5.1.4 Recruits, hires and assigns day care staff according to its hiring policy and provisions of the collective agreement;
- 5.1.5 Annually sets the percentage of the day care's contribution to collective services.

### **5.2 The School Principal**

- 5.2.1 Oversees the set-up and operation of a day care for pre-school and primary students;
- 5.2.2 Provides the school community with information about the day care service;
- 5.2.3 Relates to the committee of user parents if such a committee is created;
- 5.2.4 Is responsible for managing his or her school's day care and applying the day care guidelines;
- 5.2.5 Ensures the day care is financially managed according to the methods and standards set by the School Board. This includes the submission of a projected annual budget by June 30 of each school year for approval by the School Board;
- 5.2.6 Maintains links among the various people and groups involved in the school's day care;
- 5.2.7 Plans, in conjunction with the day care coordinator, how to split costs for school materials (e.g. photocopiers, etc.);

- 5.2.8 Ensures that all students attending day care on a regular basis are appropriately coded in GPM/GPI;
- 5.2.9 Ensures the day care has supplies for its activities;
- 5.2.10 Informs the day care supervisor and staff of the school's routines and customs and gives them the necessary information for the day care's operation;
- 5.2.11 Seeks ways to integrate day care into the life of the school;
- 5.2.12 Presents the day care regulations to the governing board for approval;
- 5.2.13 When children cause damage, informs their parents and arranges for them to pay for it;
- 5.2.14 Accepts, or refuses day care services to students and has the sole authority to suspend or expel students from day care services.
- 5.2.15 Presents the day care project to Pedagogical Services;
- 5.2.16 Informs the Human Resources Department of staffing needs;
- 5.2.17 Participates as needed in choosing staff;
- 5.2.18 Explains School Board policies and procedures to day care staff;
- 5.2.19 If day care is to be outside the school, negotiates the contract for lease or loan of space with the organizations involved after consulting with Pedagogical Services and Administration;
- 5.2.20 In the case of a day care service housed in-school, prioritizes the use of space not used for teaching and based on availability.

### **5.3 Pedagogical Services**

- 5.3.1 Presents the establishment of a day care project to the Council of Commissioners for resolution and approval;
- 5.3.2 Is responsible for monitoring in implementing these guidelines;
- 5.3.3 Ensures communication between the School Board's principals;
- 5.3.4 Helps principals set up, operate and evaluate their day care;
- 5.3.5 Annually assesses day care management guidelines;
- 5.3.6 Keeps in touch with the *Association des services de garde du Québec*;

5.3.7 Based on school adaptation policies, assesses the material and human needs of the day care for students with adaptation and learning difficulties, whose needs differ from those of the regular clientele.

#### **5.4 Administration**

##### **Financial Resources**

5.4.1 Determines financial management procedures for the day care service.

5.4.2 Supplies technical support for the day care's financial operations.

##### **Material Resources**

5.4.3 Provides technical advice on the use and management of space provided for day care, in schools or elsewhere;

5.4.4 Ensures the maintenance of the space, arranging the space according to needs identified by the principal and according to current policies.

##### **Human Resources**

5.4.5 Hires and lays off staff for each day care service, according to the collective agreement for support staff;

5.4.6 Maintains an up-to-date resource bank for staffing day care services;

5.4.7 Participates in organizing professional development activities for day care staff;

5.4.8 Provides all concerned staff members with relevant information about their working conditions, rights and obligations, and job descriptions.

#### **5.5 Day Care Responsible and Staff**

5.5.1 Operates according to applicable school board policies, regulations, guidelines and procedures;

5.5.2 Assumes costs of items not financed by the School Board;

5.5.3 With the principal, organizes cost-sharing arrangements for office supplies, photocopying, secretarial and other school services and equipment;



5.5.4 Assumes tasks and duties according to the employment classification plan for technical, administrative and manual support staff;

5.5.5 Supplies income tax receipts to parents who ask for them.

## **5.6 The User Parent**

5.6.1 Abides by day care rules and procedures;

5.6.2 Takes his or her own steps to obtain financial aid;

5.6.3 Pays for deliberate damage by his or her child;

5.6.4 Is a member of the general meeting that may choose a parent to sit on the User Parents' Advisory Committee.

## **5.7 The User Parents' Advisory Committee**

5.7.1 The school's governing board may form a user parents' committee for the day care.

5.7.2 This committee is composed of the following people:

- Day care supervisor
- Three to five day care user parents

5.7.3 The committee may be consulted on all aspects of students' time at day care.

## **6. Setting Up In-School Day Care**

According to article 256 of the Education Act, a governing board may ask for in-school day care to be established in its school.

The governing board must meet three conditions in order to receive approval by school board resolution:

6.1 Clearly identify the school community's need by appropriately demonstrating (survey, registration, etc.) that a certain number of children would attend regularly. The Ministry of Education provides a start-up allowance based on at least 15 regular children.

6.2 Find a suitable location meeting safety standards in or outside the school. The choice of location and the need for any physical improvements to it will be determined together with the school and the Material Resources Department.

- 6.3 Submit a provisional budget showing the day care will be self-financing. This provisional budget must take into account a contribution to a common fund (the amount to be set yearly) that helps provide in-school day cares with stability.

## **7. Financing In-School Day Care**

Financing for day care comes from the following sources:

### **7.1 Parents' Contribution**

For regular students, the financial contribution of parents must not exceed the amount set by the provincial government (7\$ per day):

- On school days this contribution provides up to five hours of care including the schoolwork-support period.
- On professional development days this contribution provides up to 10 hours of care;
- This contribution does not include food, nor does it cover special activities on professional development days, which may entail additional costs;

For occasional students, the School Board will set rates annually based on an analysis of day care operating costs that achieve levels permitting the day care to be self-financing (see Appendix I).

### **7.2 Registration Fees**

All children attending day care must be registered. Annual registration fees (non-refundable) are determined annually by the School Board. See Appendix 1.

### **7.3 Ministry of Education Contribution**

The Ministry of Education's contribution is for regular day care students and is indicated annually in the budget rules (see Appendix II).

### **7.4 Start-up Budget for a New Day Care Service**

The Ministry of Education provides an annually-determined allowance to use for renovations and to buy furniture, educational toys, sports equipment, etc.

## **7.5 Surplus or Deficit**

- A day care service's surplus or deficit is the property of the School Board and is transferable from one budget year to another.
- The School Board allows the school to utilize the day care surplus for its activities.

## **7.6 Closing**

Should a day care service close; its surplus or deficit belongs to the School Board.

## **8. Operating Methods**

### **8.1 Day Care is Open During:**

- Regular classroom weeks;

***If there is sufficient demand, day care may be provided during:***

- Professional Development days;
- Spring break.

### **8.2 Day Care is Closed During:**

- Legal holidays;
- Christmas-New Year holidays;
- Snow storms that cause school closings.

### **8.3 Hours and Opening**

The hours and opening of day care are approved each year by the governing board based on the needs of day care parents and recommendations of the principal. A day care must be open at lunch time and at least one other period; morning or after school.

### **8.4 Ratio**

The School Board ensures that the number of students present in day care per staff member present will not exceed 20.

### **8.5 Transport**

Parents are responsible for transportation.

## **8.6 Liability Insurance**

The School Board shall take steps to include children attending day care in its liability insurance policy as long as they are under its jurisdiction and under day care supervision according to current regulations.

## **9. Cleaning Services**

Maintenance is the responsibility of the school and day care staff.

Purchase of sanitary products such as paper cups and towels, toilet paper, facial tissue and soaps are paid for by day care funds.

## **10. Equipment and Furniture for Start-up**

The investment budget allotted by the Ministry of Education is transferred to the school. The yearly allowances provided in budget regulations must be assigned to day care.

As for equipment and furniture, the Material Resources Department and other schools should be consulted first; they may have the required materials on hand.

## **11. Telephone Service**

The day care service may request its own telephone service from the principal as long as it pays for installation and all charges.

## **12. Ownership of Materials**

Furniture, equipment, apparatus and tools purchased for day care must be listed in the school's inventory and belong to the School Board.

**APPENDIX I**

**IN-SCHOOL DAY CARE**

**Fees and Rates**

**REGISTRATION FEES**

Registration fee per child	\$10 #
Registration fee per family	\$15 #

**DAILY RATES**

**Regular Users** \$7 per day maximum up to five hours \*  
(A child's attendance is considered regular if he or she attends day care at least 2 periods per day, three days a week)

**Professional Development Days** \$7 per day for up to 10 hours \*

**Occasional Users** \$12 per day maximum # (\$3-\$4 per hour)

Other Days (spring break) \$16 per day #

\* As per MEQ decree. Appendix # 2

# As determined by the School Board

**Division of Responsibility for Allowances and Expenses**

**Division of MEQ grants**

<b>Allocation Type</b>	<b>Establishment</b>	<b>Common Fund</b>	<b>School Board</b>
Start-up	X		
For Investments	X		
For Staff Training	X		
P. D. Days	X	X	X
Class Days	X	X	X

Note: The percentage of MEQ allocations to withhold for the common fund and the School Board are set yearly

**Division of Expenses Based on Responsibilities**

<b>Budget Designations</b>	<b>Establishment</b>	<b>Common fund</b>	<b>School Board</b>
Staff Management	X	X	X
Cleaning Services	X	X	X
Physical Maintenance	X	X	X
Energy Costs			X
Materials and Supplies	X		
Management of Start-up Budget	X		
Management of Investment Budget	X	X	
Management of Long and Short-term Absences			X

**CONTRIBUTION TO COLLECTIVE SERVICES**

Contribution to administration services assumed by head office \*(15%)

Contribution to the common fund

- Cost related to long term absences
  - Cost related to maternity leave
  - Cost related to equalization
- } 2.5%

**NOTE: Rates in effect July 1, 2002**

\* Percentages withheld from MEQ base grant for regular students. (Does not include ped. day and start-up grants)

Daycares		
Administration Charges Calculation		
Department	% Time Spent on Daycare	Central Office Cost
Human Resources	5.00%	2,910.00
Payroll	2.85%	1,129.00
Payroll	2.85%	1,025.00
Finance	2.85%	1,025.00
Buildings & Equipment		5,400.00
ICT Services	1 hour/month	310.00
Special Projects	12.85%	<u>9,916.00</u>
Salaries		21,715.00
Fringe Benefits	12%	2,606.00
Capital Depreciation		<u>13,256.00</u>
		<u><u>37,577.00</u></u>
Amount of Grant	(approx.)	250,000.00
	% for Administration	<b>15.03%</b>

**APPENDIX II**  
**IN-SCHOOL DAY CARE**  
**Budget Rules**  
**2004-2005**

Amounts intended for this measure must be turned over to day care services by the School Board, taking into account each one's needs and the Board's inherent costs in supplying this service.

For the operating allocation for classroom days, all students registered and regularly present on September 30, 2004, will be considered; this allocation is determined as follows:

- An annual amount of \$492 for each student registered and present on a regular basis;
- An extra amount of \$86 per regularly registered student for snack costs in schools grouping 30% of the poorest students according to the economic index (low income) on the student population map;
- An extra amount, for each child recognized as handicapped under the school staff reporting system (*système de déclaration de l'effectif scolaire – DCS*), of \$2,713 for regular EHDAA's whose codes are 23, 24, 36, 42, 44, 50, 53 and 99; \$1,044 for regular EHDAA's whose codes are 14, 33 and 34; and \$626 for EHDAA's attending occasionally and having one of the codes listed above;
- An extra amount of \$1,227 per registered 4-year-old child eligible for the basic 4-year-old kindergarten allocation.

For professional development days, the allocation is \$11.61 per day per student registered for day care, according to the attendance reported by the School Board on January 30, 2005 and June 30, 2005. The number of days must not exceed 20 days per student for the school year.

The allowance for first-aid training is \$3 per registered child regularly present on September 30, 2005.

Depending on available financial resources, school boards may receive support to provide day care during the summer to students who completed one school year in 2004-2005, up to the end of their primary cycle.

**DAY CARE SERVICE (MEASURE 30840)**

**Description**

This measure provides financial assistance, allowing school boards to set up an initial day care service in a school and offer it to at least 15 children registered as regularly attending.

A school board that has received a grant to add space for day care during construction, enlargement or renovation of an elementary school is not eligible for a start-up grant.

**Allocation standards**

Resources relating to this measure are provided on demand to school boards that organize a day care service. The start-up allowance is a one-time sum of \$5,000.

Matt

**Comment [1]:** For any school in the board, or just the one that has received the prior grant?



## C) SUPPLEMENTARY ALLOCATIONS

Measures subject to supplementary allocations are described below. Information on management methods can be found in the document *Recensement des demandes d'allocations au ministère de l'Éducation pour l'année scolaire 2002-2003*.

### DAY CARE SERVICE (Measure 30010)

#### Description

The purpose of this measure is to ensure that the School Board organizes day care service for pre-school and primary students in return for a minimal contribution by parents according to the rules for in-school daycare.

#### Allocation standards

To receive an allocation a school board must meet the following conditions:

- School Board staff care for the students during at least two of the periods, morning, noon and after school;
- Day care is provided in the morning if needed, at noon, and after school until at least 5 p.m.;
- Part of the time is devoted to schoolwork;
- Children fit the "regular" definition:
  - Primary and 5-year-old kindergarten students must be present at noon and at least one other period;
  - Four-year-old kindergarten students attending at least five hours a day, three days a week
- The financial contribution required of parents does not exceed \$7 a day per regular child for five hours of care on school days, including a period for schoolwork;
- The financial contribution required of parents does not exceed \$7 per day for 10 hours of day care on professional development days.

## APPENDIX III

### DAY CARE EDUCATOR

#### Nature of the Position

The main and usual role of the employee in this category is to organize, prepare and animate a variety of activities encouraging the global development of the pre-school and primary students he or she is caring for while ensuring their well-being and safety.

#### Characteristic Duties

An employee in this job class prepares, animates and participates in activities such as sports, cultural activities, relaxing time and play, both indoors and out, following an established program and based on educational methods.

He or she helps the children dress and undress.

He or she records student attendance.

He or she helps the children prepare and eat their meals and snacks while following the basic rules of hygiene and manners.

He or she ensures the supervision and safety of the children according to the rules of behaviour, safety measures and parents' recommendations, provides first aid, and notifies parents and others concerned when a child's behaviour seems unusual.

He or she maintains order and sees to the cleanliness of the area, and the condition of materials and equipment.

He or she may be called on to provide students with help on schoolwork if they request it, while maintaining an atmosphere and environment suitable for homework and lessons.

He or she participates in meetings called by the day care supervisor about the organization and operation of the service.

He or she participates in information meetings for parents.

He or she may also be called on to participate in meetings aimed at developing an action plan by sharing observations and making suggestions concerning a student with a handicap or behaviour or adaptation problem, and, within the limits of the job, apply any measures decided on.

He or she may be called on to explain work to new day care educators.

When needed, he or she shall perform other related tasks.

## **Required Qualifications**

### **Education and Experience**

A fifth-year secondary school diploma, or a diploma or statement of study recognized as equivalent by proper authorities; one year of relevant experience.

### **Other Requirements**

A document, at most three years old, showing you have successfully completed:

1. A general first-aid course of at least eight hours;
2. A refresher course of at least six hours, updating the knowledge and abilities acquired during the course mentioned in (1).

## APPENDIX IV

### DAY CARE SUPERVISOR

#### Nature of the Position

The main and usual role of the employee in this position is to design a day care service's activity program based on the school's educational program, in order to pursue students' global development while taking into account their interests and needs, and the regulations. He or she oversees the students' general well-being and ensures their health and safety.

He or she also does technical work related to day care operations, dealing in particular with the management of financial, human and material resources.

#### Characteristic Duties

As regards organization and operation of the day care, in addition to the characteristic duties of a day care educator, an employee in this position participates with the principal in planning, developing and evaluating the activity program, and co-ordinating it with the school's educational program.

He or she makes suggestions and recommendations to update the operating rules for day care. He or she informs parents and students about the rules.

He or she admits and registers students and sets up the admission and registration process.

He or she maintains and updates an attendance list of students.

He or she enforces behaviour rules and safety measures.

He or she ensures communication between parents and the principal, between the day care service and various internal services and external organizations. He or she forwards any request, complaint or suggestion to the principal.

He or she prepares and leads information meetings for parents about the organization and operation of the day care service.

In the area of financial management, he or she helps the principal prepare budgets, sends bills, collects payments and makes deposits based on established procedure; submits various payments, maintains petty cash, oversees the service's budget and accounts, fills out various forms, and provides information on budget balances to the principal.

In the area of human resources management, he or she participates in determining staffing needs, sets work schedules if needed, co-ordinates the work of support staff related to carrying out the activity program, may be called on to explain work to new day care supervisors, prepares and leads day care service meetings, maintains and updates a staff attendance list, checks reports of hours worked, and takes the steps needed to replace absent personnel.

In the area of material resource management he or she takes part in the physical and material organization of the day care. He or she recommends to the principal the purchase of materials and equipment according to established methods.

When needed, he or she shall perform other related tasks.

## **Required Qualifications**

### **Education and Experience**

A college studies diploma (*DEC*) in Day Care Education Techniques or a diploma or statement of study recognized as equivalent by the proper authority.

### **Other Requirements**

Have document, at most three years old, showing you have successfully completed:

1. A general first-aid course of at least eight hours;
2. A refresher course of at least six hours, updating the knowledge and abilities acquired during the course mentioned in (1).

# SAMPLE

## APPENDIX V MODEL

### SURVEY IN-SCHOOL DAY CARE

We are presently considering the possibility of providing day care during the next school year for students of \_\_\_\_\_ School.

The service may be offered on school days from 7 to 8:30 a.m., from 11:15 a.m. to 12:45 p.m. and from 3:30 to 5:30 p.m., and during spring break and professional development days from 7 a.m. to 5:30 p.m. Qualified school board employees would provide a program of activity adapted to the tastes and interests of your child(ren).

To receive the \$7 rate, a child must be registered and attend day care regularly at least 2 periods a day and three days a week. To compare, the price for children attending only occasionally would be about \$4 per hour.

Starting this service will require at least 18 children registered regularly.

To learn if you are interested in this service we ask that you answer the short survey (attached) and return it to the school no later than \_\_\_\_\_.

If these surveys are returned showing sufficient interest, we will invite you to an information meeting followed by a registration period.

For further information please contact Principal \_\_\_\_\_.

We are counting on your co-operation in the hopes of serving you better.

Yours truly,

\_\_\_\_\_

**SAMPLE**

⇒ **SURVEY** ⇐

1. If day care is offered before and after class for children going to this school, do you think you would use it?

- YES on a regular basis                                       NO  
 YES on an occasional basis

2. If you answer YES to the first question, list the name(s) of the child(ren) and their grade(s) next September.

Child's name	Grade (September ____)
_____	_____
_____	_____
_____	_____

3. Show the weekdays and times the child(ren) will be in day care.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning, before classes					
Noon					
Afternoon, after classes					

4. Parent's full name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone number(s): home \_\_\_\_\_ work \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX VI

### List of equipment, furniture and play materials that may be found in an in-school day care centre

#### Furniture and Equipment

- mattresses
- tables
- benches, chairs
- bulletin boards
- storage cupboards
- shelving
- first-aid kit
- locked cupboard (for medication)
- locked cupboard (for valuables)
- desks
- filing cabinet
- refrigerator
- microwave oven
- chemical fire extinguisher
- smoke detectors

#### Art Supplies

- gouache
- paint brushes
- finger paints
- glue sticks
- liquid white glue
- scissors
- paper punch
- stapler
- recycled materials
- felt pens, pastels, wax crayons
- paper
- cardboard
- modeling clay
- sponges
- coffee sticks
- pipe cleaners
- corks

#### Sports Equipment

- balls
- skipping ropes
- hockey sticks
- tennis balls
- tennis racquets
- baseball gloves
- shovels, pails
- snow shovels
- sliding mats

#### Toys and Playthings

- puppets
- puzzles
- construction games
- bingo-type games
- computer (incl. software)
- costumes (old clothes, hats, etc.)
- Lego blocks
- wooden blocks
- parlour games
- etc.



### **Reading Material**

- books
- children's magazines
- dictionaries
- etc.

### **Musical Equipment**

- musical instruments
- radio, cassette player, mini-stereo
- cassettes and compact disks
- etc.

# SAMPLE

## APPENDIX VII

### IN-SCHOOL DAY CARE

#### Homework

Dear Day Care Parents,

This is to inform you that we now offer scheduled time in which your children can do their homework. This means that an educator will ensure the children have a quiet place where they can work properly. However, the educators are not responsible for the completion of homework and will not force children to do it.

We would like to know if you want your child(ren) to participate in this program. Please fill out the form below and return it as soon as possible.

Thank you.

\_\_\_\_\_  
Day Care Supervisor

**Response Coupon**  
**Homework During Day Care**  
*(please return this coupon to the supervisor as soon as possible)*

**Yes, I want** my child \_\_\_\_\_ Class: \_\_\_\_\_

- To do homework every afternoon
- To do homework only if (s)he wants to

**No, I don't want** my child \_\_\_\_\_ Class: \_\_\_\_\_

- To do homework while in daycare

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

# SAMPLE

## APPENDIX VIII

### IN-SCHOOL DAY CARE

#### PERMISSION TO LEAVE

**No pre-school or cycle 1 student is allowed to leave the day care service alone without permission.**

I permit my child \_\_\_\_\_ to leave day care alone.

He/she is in the class of \_\_\_\_\_ .

After I call to say my child may come home.

OR

Every day at \_\_\_\_\_ o'clock.

OR

When my child tells you that he/she may leave at a time we have both agreed on.

This authorization covers the period from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**N.B. Please note that after the child leaves the day care, he or she is no longer under the day care staff's care, and is entirely the responsibility of the parent or guardian.**

# SAMPLE

## APPENDIX IX

### IN-SCHOOL DAY CARE

#### PERMISSION TO ADMINISTER MEDICINE

Week of \_\_\_\_\_

I request that day care staff at \_\_\_\_\_  
School give the following medication to my child, according to the instructions  
below and dose indicated.

Student's name \_\_\_\_\_

Period from \_\_\_\_\_ to \_\_\_\_\_

Name of the medication \_\_\_\_\_

Dose \_\_\_\_\_

Time(s) and frequency \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

	Date	Time	Educator's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			