

NHES Daycare Handbook

2024-2025

Who we are

For the last 9 years, NHES has been able to offer daycare services to its families, something we are very proud of as a small school. We pride ourselves in offering a warm, safe and inviting environment for your children and we look forward to seeing as many as possible this coming school year! Please read the following carefully. Sign and return the daycare contract at the end of this document. Feel free to contact us for more information or clarification.

Daycare Staff

Ms Carol Chute - Morning, Noon & Afternoon Daycare Educator
Ms Georgia Angelopoulos - Afternoon Daycare Educator
Ms Maryse Richard - Daycare Technician

Operating Hours

Regular School Day:
Morning: 7:25am-8:00am
Lunch Hour: 11:40am-12:40pm
After School: 2:45pm-5:30pm

Pedagogical Days
7:30am-5:30pm

Pick up after daycare hours will result in a surplus charge (see Late Fee).

Financial Contributions *

Regular Status: Any student registered for one(1) or more days/week.
Sporadic Status: Any student using the service occasionally

Regular Status: $9.20/day
Sporadic Status: $1.80 for Morning Period, $9.20 for After School Period
Pedagogical Days: $15.75/day + Activity Fee. Activity fees will vary depending on the

activities provided. Outings and special guests may require increased activity fees (ex: O-Volt, apple picking, guest speakers, etc.).

Late Fees: A late fee of $8.00/15 minute block will be charged to parents in the event of a late pick up. Out of respect for our daycare staff, we ask that you pick up your child on time.

* Please note that daycare rates and modalities may be subject to change as per government and ministry guidelines.

Invoicing

To the best of our abilities, invoices will be sent out every two weeks via email. Should you require a paper copy, please email your request to: northhatley@etsb.qc.ca. Invoices may be paid in cash, by cheque (to the name of: North Hatley Daycare) or online using your personalized code at the top of your invoice. It is crucial that the payer use their own personal code to ensure they are credited for payments when tax forms

Daycare Attendance, changes to registration or daily attendance

Parents will be invoiced according to the contract reservation. You must still pay for services if your child is absent. Please note that at this time, we can only accept online payments from Desjardins and Banque Nationale. For Cash payments, a receipt will be sent home, with your child, once it has been processed. Payments must be given to a daycare educator. If this is not possible and you choose to send money/cheque with your child, please email the daycare so we can collect the payment in a timely manner. Please contact the daycare if you need help with online payment procedures.

Payments must be made by the due date (within 7 days of invoice date). Payments not made in a timely manner will:

- Receive a written notice after one week
- Receive a second written notice after 2 weeks
- Receive a final written notice and suspension of daycare services until payment is received (after 3 weeks).

  * If any other type of arrangement needs to be made, please do not hesitate to contact us to make arrangements.

Any changes or modifications to your contract reservation, contact information, must be made in writing to the North Hatley Daycare: northhatley@etsb.qc.ca

Any changes to daily attendance (being picked up, taking the bus, leaving early) must be done **in writing to the school secretary and daycare before 1pm**. Otherwise we cannot guarantee that the message will be received in time. Ms Nathalie may be

reached at mcauleyn@edu.etsb.qc.ca.

Child Illness

In the event that your child is ill during the school day or during daycare, you will be contacted to come pick up your child immediately.

Arrival and Departure

Morning arrivals must sign in using the main entrance door by pressing the office key on the intercom. The morning daycare educator will buzz your child in. If there are any important messages, or changes in schedule, please have them ready, in writing, to give to the educator.

At the end of the day (if the children are not outside), we ask that parents use the same procedure to announce their arrival. When coming into the school, please ensure that you close the door tightly behind you and no unauthorized individuals follow you in. Parents may wait indoors at the foot of the stairs. Going back to the locker area or classrooms will not be permitted.

Code of Conduct

Attendending daycare is a privilege. The NHES Student Code of Conduct applies to daycare as well. Respect is the foundation of our school and we expect all children to adhere to these guidelines. Inability to do so will result in the removal from daycare services. A three-strike system will be in place. Parents will be informed in writing after each incident and will receive an official letter on the 3rd offense from the school principal. The child will be removed from daycare for a week. Return to daycare will require both parent and child to meet with the daycare educator to review acceptable behaviour moving forward.

Homework Period

Although very little homework is given at NHES, children will be given the opportunity to have a 30 minute homework session at the beginning of each after school daycare period. They may use this session to do homework, read or catch up on class work. Please note that this session is not for individual tutoring or one-on-one assistance. We offer a quiet space for the children to do their work independently. The educator in place will be supervising ALL students and is not responsible for completion of homework. We ask that you still check in with your child that all homework is completed and done correctly.

Pedagogical Days (Ped Days)

Ped Days at NHES are special. Each Ped Day has its own theme and activities that go with it, a great opportunity for kids to have fun with their peers. The daycare is open from 7:30am to 5:30pm and activities are held throughout the day. Children will have 2 recesses as well as a lunch break (bring your own lunch). These days are accessible to all NHES students; we ask that you simply register your child beforehand in order for us to plan accordingly. An invitation will be sent by email and posted on our school Facebook page prior to each Ped Day. Parents may register their child(ren) by filling out the registration form and returning it by email to: northhatley@etsb.qc.ca or to the school office. It is important to respect the registration deadline; no late registrations will be accepted. Once registered, you will be responsible for paying the registration fee, regardless of attendance.

Please note that we need a minimum of 15 students to be able to open the daycare on these days. This year, if we are unable to have the numbers, we may be able to combine services with Ayer's Cliff Elementary. Please contact us if you want more details on the logistics of these combined days. We have already planned the themes and activities and hope that your children will want to attend. The cost of attending daycare is $15.30 plus activity fees. In some cases, these fees may be covered or partially covered by the school. The activity fees proposed below will be the maximum cost for each activity. Please see the available dates below:

Schedule For Ped Days

Date	Theme Activity + Activity Fee
August 28th, 2024	**CLOSED FOR TRAINING** NA
September 20th, 2024	
October 18th, 2024	
November 14th, 2024	
December 6th, 2024	
January 6th, 2024	
February 7th, 2024	
March 10th, 2024	
March 28th, 2024 *	

April 17th, 2025 *	
April 22nd, 2025	
May 16th, 2025 *	
June 6th, 2025	

*** Pedagogical days which may be converted to a school day.**

Daycare Closures

In the event of school closures due to inclement weather or any other incidents, the daycare will be closed.

School and daycare closures will be posted on the Eastern Townships School Board website and Facebook page, as well as be announced on the NHES School Facebook Page. The following media outlets (radio/tv) will be sent the information: CBC 88.5 (MTL), CBC 91.7 (Estrie), Rouge FM 102.7, Energie FM 106.1, FM 107.7 (Estrie), Rythme 105.7/ 93.7, The Beat 92.5 (MTL), CJAD AM 800, TVA Salut Bonjour. In the event of any discrepancies, please rely on the ETSB website.

Contact Information

Daycare email: northhatley@etsb.qc.ca
Daycare number: 819-842-2491 ext: 11279
Secretary Office: 819-842-2491

Acknowledgement of receipt

The information contained on this form and registration form are confidential.

I acknowledge that I have received, read and understand the information included in this document. I have informed my child(ren) of the expectations and code of conduct for daycare and we agree to the conditions mentioned in this document.

I agree to communicate directly with the daycare technician (Maryse Richard) for all administrative questions.

Signature of Parent: _____ Date: _____

Please return to the daycare technician by: <u>September 30th, 2024</u>

Name of child(ren) and Grade: _____ _____

_____ _____

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