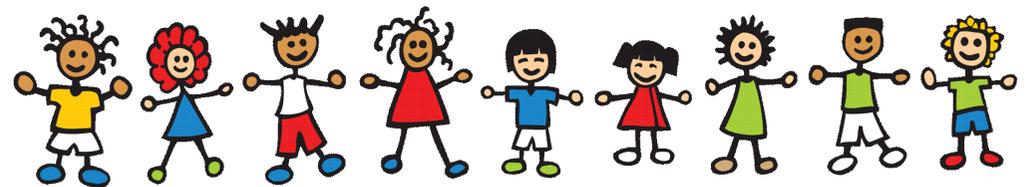




**HOLLAND ELEMENTARY  
KIDS CLUB DAYCARE  
HANDBOOK**

**2014-2015**



## Holland's Kids Club Daycare Handbook

The purpose of this handbook is to inform parents of the policies and procedures at the Kids Club Daycare and provide some general information. This handbook was approved by the Holland Governing Board and will be reviewed and updated each year as needed.

Kids Club is an extension of the regular school day and therefore the School Code of Conduct which can be found in the student agenda is applicable at all times in Kids Club. Students are expected to be RSR—Respectful, safe and responsible.

Activities in kids club include outdoor play, a supervised homework period, gym, arts & crafts, play time, computer time, special activities such as cooking and in-school activities or scheduled outings on ped days.

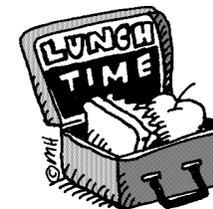
Please take a few minutes to read through this handbook. Hopefully it will answer any questions you might have regarding our daycare. If, after reading it you still have questions, please feel free to contact our Daycare Technician, Caroline Vallee or the school principal, Frederick Gregoire. Please keep it handy for future reference.

**Caroline Vallee**  
**Daycare Technician**  
caroline.vallee@cqsbc.qc.ca  
418-681-7705 ext. 8440

**Frederick Gregoire**  
**School Principal**  
gregoiref@cqsbc.qc.ca  
418-681-7705 ext. 8410



## Lunch Supervision Fees



Students who use the daycare 5 days per week will not be charged the \$240 lunch supervision fees as this fee is included in the \$7.30 a day daycare fee.

Regular users who use the daycare 3 or 4 days per week will be charged \$ 1.50 per day for lunch supervision for the days they are not using the daycare.

Sporadic users will be charged the \$240 lunch supervision fee.

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### DAYCARE HANDBOOK

I have read the Holland Elementary Kids Club Daycare Handbook and I am aware of the policies and procedures outlined in this document and approved by the Holland Governing Board.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Please return to the office by Sept. 3rd.

## **Snacks**

The children are very hungry when they get to daycare in the afternoon. Please make sure that you supply them with plenty of healthy snacks that they know are for daycare. Often children eat their snacks at lunch or recess and have nothing left for daycare.

## **Homework**

We offer a supervised study period scheduled for approximately 30 minutes daily from Monday to Thursday. The Educator is available to encourage and assist but homework is the responsibility of each child.

## **Medications**

Medication cannot be given to a child without the proper written permission from a parent and the child's doctor. Please see us for the proper medical release forms. We will only accept medication in the original pill bottle with the prescription label attached.

## **Outdoor Play**

Students play outside almost every day –rain or shine, hot or cold. Please make sure that your child always has the appropriate clothing. All clothing should be labeled. It is not unusual for children to go home with the wrong clothing because there was no name in it (i.e. Black snow pants). Keep in mind, even when the weather is warm in the fall, it can get very cool by the time the afternoon rolls around.

Please remember-If your child is well enough to go to school, they are well enough to go outdoors. The people you name on your emergency contact list must be available to pick up your child should he/she get sick and you cannot pick them up.

## **HOURS OF OPERATION**

### **Morning**

**7:15 a.m. - 8:25 a.m.**

Parents enter through the main entrance with their child/ren and press the buzzer. A daycare staff member will answer on the speakerphone and ask for your name and then buzz parents into the school.

**Parents must accompany their child downstairs to the library.**

**Parents arriving after 8:10 a.m. should drop their child off directly at the bus gate.**

### **Afternoon**

**3:02p.m. - 5:45 p.m.**

Parents enter through the main entrance and press the buzzer. A daycare staff member will answer on the speakerphone and ask for your name and then buzz parents into the school.

**Parents must pick up their child downstairs in the library.**

**Students who are waiting at the gate for a parent to pick them up will be sent to Kids Club when the buses have all departed if the parent has not arrived.**

### **Ped. Days**

**7:15 a.m.- 5:45 p.m.**

Same procedure as above.

## Daycare Fees

### Regular Users

Students who use the daycare at least 3 days per week on a regular basis are considered regular users and qualify for the government subsidized rate of \$7.30 per day. Your child must be registered and attending the program as written on your registration form by September 30<sup>th</sup> for Government funding.

### Sporadic Users

Students who occasionally use the daycare (less than twice a week) are considered sporadic users. The fees for sporadic users are:

7:15 a.m. - 8:25 a.m. : \$4.00

3:02 p.m. - 4:30 p.m. : \$5.75

4:30 p.m. - 5:45 p.m. : \$4.25

### Ped. Days

All students may register for daycare on ped days. A registration form with the plan and fees for each ped. day will be sent home two weeks preceding each ped day. The \$7.30 ped day fee is charged as well as additional fees for extra in-school activities or outings planned.

As per the Holland Governing Board, the total cost of in-school activities on ped days may not be more than \$17 /day and for out-of-school activities, the total cost may not be more than \$25 /day.



### Absence Policy

Occasional absences will not be refunded;(sickness, trips, etc). Fees are charged as per your child's registration schedule. Parents will not be charged if school must be closed due to snow or emergency closure.

Should there be any changes to your child's daycare schedule, please call Caroline Vallee.

### Daycare Payment

All cheques must be made payable to Holland Elementary School. The tax receipt is issued to the person who issues and signs the cheque. Please keep that in mind for your income tax purposes. An income tax receipt will be issued at the end of February each year. No Provincial tax receipt for daycare will be issued for children covered by the government subsidy of \$7.30 per day.

### Late Fees

The daycare closes at 5:45 p.m. sharp. Parents who arrive after this time will be charged a late fee of \$1.00 per minute per child from 5:45 pm sharp until the time you sign your child out. The time on a cell phone will be used as the official time.

### NSF check fees

There is a charge of \$20.00 for each N.S.F. check written. The daycare reserves the right to discontinue its services if efforts to pay outstanding balances are not initiated within a reasonable delay. Daycare fees must be paid in full by the month's end.