

Payments

Daycare payments are due as they appear on the invoice that you will receive monthly by e-mail. You may pay cash, cheque or make online payments by the **1st week of each month**.

Should the previous month's payment not be received in full, parents will be required to settle the outstanding account prior to sending their child back to Daycare. Parents with outstanding balances will not be able to register their child for Ped Day activities or Daycare for the following year.

Tax receipts will be issued in February to the parent who makes the payment.

NSF Cheques: \$5.00 per cheque

Late Fees: \$1.00 per minute late

To avoid any conflict or misunderstanding, the time will be determined by the school clocks and the daycare educator. Parents must sign a late fee form.

Sign Out

Parents must sign out their child when picking up in the afternoon.

Emergency Closures

If the school board should announce a closure, the incimate policy will apply. The announcements will be posted on the School Board's website, Facebook page, as well as on the radio. There is an SWLSB application also available.

Changes

Daycare schedules can be changed twice a year, once before Christmas and once after Christmas.



Sir Wilfrid Laurier School Board

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

Genesis Daycare

**2450 Rosemère
Duvernay, Laval
H7E 2J8**



Genesis

Operating Hours:

AM: 7am-9am

PM: 3:35-6:00

Ped. Days: 7:30-5:30

**Pina Nappi
Daycare Technician
Email: gnappi@swlauriersb.qc.ca
Tel.: 450-680-3035 ext. 3
Fax.: 450-629-0458**

Daycare Information

Welcome to Genesis Daycare! We are a MEES subsidized Daycare service, therefore the MEES fees are in effect. There is a **\$15.00 annual fee** required per family each year when registering as a regular or sporadic user. Your child must be registered and be attending the daycare by September 30, in order to benefit from the MEES allocations.



Philosophy and Goals

- To ensure the safety and well-being of the child
- To provide physical, art 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 the care and tools to begin and end his/her day in a positive way.

Bussing

Bussing is not available to students who attend Daycare 5 full days a week (AM & PM). For all other students, schedules must be pre-determined for bussing throughout the school year.

Regular Daycare Users

A *regular Daycare user* attends Daycare at least 3 days a week. The fee for a regular user is \$8.20 per day per child. **The payer is expected to pay for the number of days for which their child has been registered; there will be no reimbursement for days absent.**

Regular 5 day users do not pay lunch supervision fees.

Regular 4 day users pay 20% of lunch supervision fees.

Regular 3 day users pay 40% of lunch supervision fees.

If at any time during the school year you no longer need Daycare services, you will be responsible to pay lunch supervision fees for the remainder of the year.

Homework:

There will be a 30-minute homework/study period every day from Monday to Thursday for Grades 2 to 6. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

Breakfast and Snacks:

Students can eat breakfast provided by parents from 7:00-8:00. We cannot microwave any food.

It is up to the parents to provide a healthy lunch as well fruit and healthy snacks for after school.

Attendance:

The Daycare educators will take attendance every day.

If there are any changes on scheduled Daycare attendance, **parents must advise the Daycare Technician** by e-mail, phone or with a written note before 12:30pm



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

Sporadic Daycare Users

A Sporadic registered user attends Daycare on an occasional basis. The fee for a sporadic user is **\$14.00 per day** whether they attend morning, afternoon or both. **The bill will be sent to you by e-mail on a monthly basis.** The request must be done by e-mail or by phone.

Pedagogical days

The hours are from **7:30AM-5:30PM.**

There will be no school bus services on these days.

A planned activity for each Ped Day may be spent in school or out on a field trip .

The base fee is **\$16.20** plus an *activity fee*. **These fees are not refundable.**

An invitation letter will be e-mailed to parents 2 weeks prior to the date and must be returned signed by the due date.

Registration will not be accepted after the due date or on the morning of the activity.

For Ped Day field trips, spaces on the bus are limited, therefore registration will be on a first come first served basis.



Safety & Security

Parents are **NOT** permitted to circulate in the school. Students are responsible for bringing the necessary materials with them from their class at the end of the school day. Children will **NOT** be able to return in their class to get books, water bottles, lunch boxes or any other item.

Parents must wait at the Daycare entrance for their child to be called.

