



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson



**Rules and Regulations  
2021-2022**

School: Sherbrooke Academy Junior	
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Principal: Laurence Assouline	Technician: Tracey Brenie

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*The Lester B. Pearson School Board operates government subsidized Daycares. The following guide has been designed to inform parents of the policies and procedures for Daycare and Lunch Programs. A paper (hard copy) registration form must be completed for Kindergarten(K4-K5), please ask the Daycare Technician of your school for more information. For Grades 1-6 elementary students, registration can be completed online in the Mozaik parent portal (once you have re-registered for school). Completion of the registration form indicates your agreement with the rules in this document. In order to use the Daycare Program, your account must be in good standing.*

# CHAPTER 1

## DAYCARE PROGRAM: MISSION AND OPERATION



### 1. MISSION

Our mission is to ensure the health and well-being of each student through a safe and healthy environment and encourage all aspects of their global development (social, emotional, physical, cognitive and moral) through an activity-based program that meets both the general and specific needs of each age group.

The Lester B. Pearson School Board offers quality Daycare Programs with qualified professional staff; that collaborates in the development of the daycare philosophy, within the scope of the school's educational project. As a Daycare team, we value each student's uniqueness and recognize that they develop at their own pace, have their own interests, personality, and culture. We focus on children succeeding in a pleasant and respectful environment.

### 2. OPERATING HOURS



The Daycare Program is available Monday through Friday according to the school calendar. Services are offered on Pedagogical Days.

- 7h00 – Opening
- 8h10 – Classes begin
- 11h30 – Lunch period
- 12h20 – Back in class
- 14h40 – Classes end – go to Daycare room, eat snacks and play outside
- 15h00 – Homework period (grades 1 & 2) \* Tuesdays & Thursdays
- 15h30 – Organized activities.
- 16h45 – Groups go to the gymnasium or outdoors (weather permitting)
- 18h00 – Daycare services close

### 3. PROGRAM ACTIVITIES

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

Please be aware, if you register for Daycare Services after September 30th, we cannot guarantee your child will be placed within their age-appropriate group.

Daycare educators implement planned programs based on individual school's philosophy and educational project.

These programs include arts and craft, culture, science and technology, physical activity, relaxation & wellness and homework support.

Programs are planned before and after school as well as on pedagogical days.

#### ***Our Homework Study Hall Program: for grade 1 & 2***

Our Homework Study Hall runs two days per week from Tuesdays and Thursdays for a 25-minute period from 3:00-3:25 pm during this time children can opt to do their homework, read quietly, or practice what they have been learning in class. This is a scheduled time block in your child's day 2 times a week.

Please know that our study hall is where a child can begin their homework, however it is important to verify your child's agenda and homework at home please. It is not a tutoring service.

Should a child choose not to start or complete their homework they will be encouraged to read quietly, and/or practice what they are learning in class.



## CHAPTER 2

### DAYCARE PROGRAM: ADMINISTRATION



#### 1. USERS

Kindergarten (K4-K5) and elementary students registered in the Lester B. Pearson School Board are eligible to attend school daycare programs according to the school calendar.

#### 2. REGISTRATION

*A paper (hard copy) registration form must be completed for Kindergarten(K4-K5), please ask the Daycare Technician of your school for more information. For Grades 1-6 elementary students, registration can be completed online in the Mozaik parent portal (once you have re-registered for school).* The form must include accurate addresses, telephone numbers, e-mail addresses, for each student attending the Daycare and Lunch Program. It must also include the name and contact information of an alternate emergency contact, as well as an alternate authorized pick-up person in addition to both parents.

In order for your registration to be valid, **your account must be in good standing.** Families with outstanding balances from the previous school year/ Lester B. Pearson schools will not be admitted to the Daycare Program until the balances owing have been paid in full. Failure to make payment will be dealt with by the procedures set out by the Lester B. Pearson School Board's legal department.

##### a) Attendance Change

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. *After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted (A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school).* For safety reasons and in order to adhere to government ratios the Daycare has a **NO drop-in Daycare Service.**

##### b) Pedagogical Day Registration

Daycare services are offered on Pedagogical Days. Parents must register their children for each Pedagogical Day. Registration forms for pedagogical days must be completed and the registration deadline date respected. Pedagogical Day registration forms must be emailed to the daycare technician or handed in by a parent directly to a daycare educator either at drop-off or pick-up time.

**b) Pedagogical Days Registration** *(continued)*

A Pedagogical Day registration form will be sent 2 or 3 weeks prior to the pedagogical day and must be signed by a parent/guardian and returned by the due date.

**In order to attend a pedagogical day, your account must be in good standing.**

The cost for pedagogical day is:

- \$10.00 /day supervision fee PLUS
- Activity fee (if applicable)

All pedagogical day registration changes must be sent to the Technician in writing.

One week notification is required for a refund.

Our daycare hours on pedagogical days are: 7:00am to 6:00pm

On outing days, we ask that all children be present before 9:00 due to the timing of the buses arrival. If your child misses the bus, there will not be anyone at the daycare service during the day who can stay with your child.



Daycare is OPEN:

First day of school, Monday, August 31st, 2021

Daycare is available according to the school calendar including pedagogical days. (see schedule below).

***Kindergarten starting date: August 31, 2021***

Daycare is CLOSED:

Labor Day – September 6th, 2021

Thanksgiving Day – October 11th, 2021

Support Staff/Teacher convention - October 15th, 2021

Christmas Break – December 22nd, 2021 to January 4th, 2022 inclusive

Spring Break – February 28th, 2022 to March 4th, 2022 inclusive

Professional Development day – March 28, 2022

Easter Break – April 15th, 2022– April 19th, 2022(Good Friday, Monday & Tuesday)

National Patriot's Day- May 23rd, 2022

Unforeseen closure (snow day etc.)

During the summer

<u>Class Days</u>	<u>Kindergarten</u>	<u>Elementary</u>
Morning (before class)	7h to 8h00	7h to 8h00
Lunch	<b>11h30-12h20</b> <b>Extended lunch Mon, Wed &amp; Fri from 12:20-12:50</b>	<b>11h30-12h20</b>
PM (after-school)	14h40 to 18h00	14h40 to 18h00
<b>Pedagogical Days</b>	7h00 to 18h00	



#### 4. FEES

##### a) Daycare Fees

The contract (registration form) is effective for the 2021-2022 school year.

- A user can terminate the contract at any time by sending two weeks' notice. Please use **change is reservation request form** (as per information in Chapter 2a - Attendance Change).
- The School Board may terminate the contract in case of non-payment of the Daycare fees or in case of failure to comply with the Rules & Regulations.
- **Daycare fees will be billed as per student's registration form, regardless of attendance.**
- A detailed statement of account will be available monthly in the Mozaïk parent portal.
- Daycare fees differ per month, as they are based on the school calendar.
- A fee schedule outline will be given at the beginning of the year.
- No refunds for shortened days.

Regular: \$8.50 per day<sup>1</sup>/per regular student. A regular student must attend daycare for a minimum of 2 periods per day, 3 days per week.

<sup>1</sup> Fees are subject to change during the school year, depending on the MEES decisions.

A period is:

- 1 Morning
- 2 Lunch
- 3 After school

Sporadic: a student attending the daycare program on a consistent schedule, one or two days per week.

**You will be required to include a calendar if the child(dren) is/are in joint custody or your days change during the week (Please contact the Daycare Technician at your school)**

Morning (before class):	\$12.00
Lunch	\$2.50
PM:	\$12.00
Snack fee PM:	\$1.00



**Maximum cost per day: \$15.50**

### **b) Pedagogical Day Fees**

The cost is \$10.00 per day PLUS an activity fee, special materials and/or busing (if applicable).

### **c) Bank Fees**

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

### **d) Late Pick-Up Fees**

Parents must make alternate arrangements to ensure that their child is picked up on time, (family member, neighbor, friend) and must call the daycare to indicate who will be picking up the child should it differ from the official registration form. More than 3 lates during the school year, may result in your child's withdrawal from the program. Late fees will be applied upon the time the parent and child leave the building (not entry) –

**Late fees are \$1.00 per minute late after 6:00pm when the regular daycare services end. It will need to be paid within the week of when the late pick up took place.**



## **5. PAYMENTS**

### **a) Payment Methods**

Daycare services fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of the statement of account at the beginning of the month.

A statement of account will be available to all users in the Mozaik parent portal at the beginning of each month, and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

### **ONLINE PAYMENT**

**Online payment is a safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of **19** numeric and alphanumeric

characters and starts with **SG**.

**The reference number is specific to one daycare/school.** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending daycare, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

## CHEQUES

The cheques must be made payable to the school. Please indicate the student’s name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.



## CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

### (b) Late Payments

Unpaid balances will not be tolerated. If the payment schedule is not respected, the service may be suspended until payment or arrangements are made. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

### (c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws governing school daycare services). The receipt will be issued to the payer. The social

insurance number is mandatory for every payer, unless the box indicating; “I wish to withhold my social insurance number” is checked on the registration form.

The current year tax receipts are available in the Mozaïk parent portal. Please note, the payer must be the person with the Mozaïk parent portal.

DAYCARE SERVICE	FEDERAL	PROVINCIAL
Regular daycare fees-calendar days	Eligible	Non-eligible
Sporadic fees - calendar days	Eligible	Eligible
Pedagogical days - as per school calendar	Eligible	Non-eligible
Pedagogical days (difference between the \$8.50 and pedagogical fee)	Eligible	Eligible
Pedagogical days - Activity fees	Non-eligible	Non-eligible
Late pickup fees	Eligible	Eligible
NSF fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

## 6. SECURITY

### a) Ratio

As per government regulations and standards, the ratio is 1 educator per 20 students.

### b) Absent Students

If your child is absent from school (daycare program and class), you must notify the secretary of the school. This information will be passed onto the daycare technician on a daily basis.

### c) Last-Minute Changes

For safety and security of all students, daily changes to your child’s daycare schedule will not be accepted.

***Should a change need to be made due to exceptional circumstances please email Tracey Brenie - Daycare Technician directly at [tbrenie@bpsb.qc.ca](mailto:tbrenie@bpsb.qc.ca).***

#### d) Drop-Off – Pick-Up

For safety and security reasons, students must be accompanied into the school yard, to the daycare door each morning by a parent or guardian.

For safety and security reasons, the alternate authorized pickup person will be required to show ID.

Written or email authorization is necessary in order for students to be released to persons other than the parents or legal guardians identified on the registration form.



Written or email authorization is required for a student to leave the school premises by themselves or it must be identified when registering for Daycare in the Mozaik parent portal.

*We strongly recommend parents to use the HopHop App for an easy way to pick up their child. There is a fee to the HopHop app of \$26.00 per family (this is not a LBPSB fee, but the app fee\*)*

#### e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate daycare program students.

The relocation center is:

***Our relocation centre is Beaconsfield United Church – Main Refuge  
202 Woodside Road  
Beaconsfield, QC***

### 7. HEALTH

#### a) Nutrition

The Lester B. Pearson School Board has a Food & Nutrition Policy, please review our website:

[Food Policy](#)

#### b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, please review our website:

[Safe and Caring Schools Policy](#)



#### **Medication Administration:**

In accordance with the school board safe and caring policy, it is the responsibility of the parents to administer medication to their children. Treatment regimes should, where

possible, be adjusted to avoid distribution of medication during school hours. When this is not possible, parents may request the assistance of school personnel through the principal. Any training and/or supervision deemed necessary for the distribution of medication in the school setting is available via the CIUSSS serving the school's territory. Parents are encouraged to teach their children to accept the maximum responsibility for the self-administration of medication.

**Procedure regarding the distribution of Medication:**

The parent must provide the Principal with prior written authorization by filling-out and signing the Request and Authorization for the Distribution of Medication Form at school. The parent must also sign the release of Liability for Distributing Medication, before the medication administration.

Parents must ensure that the school has up-to-date information and appropriate and accurate telephone numbers.

Prescription drugs shall be delivered in person by the parent to the school office. Parents are responsible for tracking the expiration dates of all medications. The prescription drugs must be packaged in an original container as supplied by a pharmacist with the prescription label. The package must be clearly labelled with:

- The child's name
- The name of the drug
- The dosage of the drug
- The frequency of use
- The date of purchase
- Instructions for storage
- Specific directions for distribution
- Prescribing physician's name

**Life Threatening Allergies Requiring Auto-Injectors:**

At the beginning of the school year please inform the daycare in writing if your child suffers from severe allergies, along with your emergency information contact numbers. During the school year, any change in the students allergens must be communicated to the Daycare. Please notify the Daycare, in writing, of any specific procedures required to ensure the safety of your child.

The Request to administer emergency epinephrine by injection for a potentially life-threatening allergy shall be made on the Request and Authorization for Distribution of Medication Form. Additionally, the Emergency Contact Form for a Child at Risk for Anaphylactic Shock must also be filled. These forms are available at the main office,

The student is expected to carry their emergency medication on his/her person at all times, unless other arrangements have been made with the school. Ideally, parents of children with severe allergies should ensure that their child wears a Medic Alert bracelet or other suitable identification.

In the event that the auto-injector is given or self-administered, an ambulance will be called immediately to transport the student to the hospital. The cost of the ambulance will be covered by the student's parents, as the student is a minor. In the event of a mild reaction where an auto-injector is not required, parents must arrange for pickup of their child. **As epinephrine remains the first line of treatment for anaphylaxis, the use of antihistamine medications such as benadryl is not recommended in the school setting.**

Staff members and students are educated about life-threatening allergies. All staff members, including lunch and daycare supervisors, receive training and refresher courses in allergies and epinephrine auto injector administration.

Sherbrooke Academy Junior has been designated as a nut-safe environment. Amongst our students population, we have several children who have life threatening nut allergies. Even trace amounts of these allergens could result in a life threatening reaction for these students. It is for this reason that we ask you not to send peanut butter or peanuts to school in any form. Please respect these rules even when packing for field trip lunches and daycare snacks.

For the safety of everyone, sharing of food is prohibited throughout the school. Students are not permitted to bring in food to celebrate their birthdays.

### c) Sick Students

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked up ASAP.

### d) Emergency

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.

## 8. COMMUNICATION



The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact **Tracey Brenie** at **514-697-5699** for any inquiries or email: [tbrenie@lpsb.qc.ca](mailto:tbrenie@lpsb.qc.ca)

## 9. DAYCARE PROGRAM ORGANIZATION

### a) Arrivals & Departures

**Arrival** (7h00 to 8h00): parents go to the Daycare entrance. An educator greets the children; quiet games are planned until the bell rings.

**Departure** (14h55 to 18h00): parents go to the Daycare entrance. The child is called on a walkie-talkie. He/she meets the parent with all his/her personal belongings. Sherbrooke Academy Junior uses the Hop-Hop App; however, it is not mandatory.

Please note that the person in charge at the entrance will call children only after buses are gone at **14h55**.

### b) Personal Belongings

Personal belongings must be identified, including the lunch bag. The daycare program is not liable for lost items.

### c) Dress Code

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

We ask that all children please come to daycare with proper indoor and outdoor gear each day, weather permitting we will be going outside daily.

## 10. RULES OF CONDUCT

The Daycare program adheres to the school rules of conduct. These rules are in your child's agenda and also on our school website: <http://sherbrookejr.lbpsb.qc.ca/>

## 11. LEGAL BASIS

The Quebec Government established standards by regulation, according to section 454.1 of the *Education Act*, for the provision of childcare in Quebec schools.

The Governing Board, according to section 256 of the *Education Act*, agrees with the school director on the organization arrangements for daycare service.

The Governing Board is mandatory. Its role is defined in the *Education Act* (approve conduct and security rules; approve the use of premises, etc.).

Regulation respecting childcare services provided at school, 1-13.3, r.II, a.14(Regulation adopted under *the Education Act* (L.R.Q., c.1-13.3, a. 454.1)

## 12. INFORMATION ON DAYCARE PARENT USER COMMITTEE

As per School Daycare Services information Document by the MEES under article 6.6. The Daycare parent committee: Section 18 of the regulation respecting childcare services provided at school, specifies that the governing board MAY form a daycare parent user committee. Please read information below:

### Daycare Parent User Committee:

- Is formed by the governing board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Has an advisory role.
- Provides a forum for consultation and feedback.
- Transmits suggestions and recommendations to the Principal or the Governing Board. Is a liaison for all parents who use the service.
- Focuses on the quality of the Daycare program and may make recommendations with respect to the rules of operation, special projects, needed changes or any other aspect of the Daycare.
- May contribute to the development of innovative projects.
- Will write a yearend report, and after being reviewed by the Principal and the Governing Board, the report will be sent to all parent users.

## CHAPTER 3

### LUNCH PROGRAM: ADMINISTRATION



### 1. ADMINISTRATION

The school has a Daycare Technician who is responsible for the day-to-day operations of both the Daycare and Lunch Program.

The Principal with the Daycare Technician assigns children to daycare and lunch groups.

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact **Tracey Brenie** at **514-697-5699** for any inquiries or email at **[tbrenie@lbpsb.qc.ca](mailto:tbrenie@lbpsb.qc.ca)**



## 2. USERS

Lunch programs are offered to all pre-k and elementary students registered in school. Qualified personnel are hired to support this program. As per the School Daycare and Lunch Service policy, the program must be self-financed.

## 3. REGISTRATION

*A paper (hard copy) registration form must be completed for Kindergarten(K4-K5), please ask the Daycare Technician of your school for more information. For Grades 1-6 elementary students, registration can be completed online in the Mozaik parent portal (once you have re-registered for school).*

### a) Attendance Change

Two weeks' notice is required for any change in your child's attendance schedule. This would include both Daycare and Lunch programs. **After September 30th, a maximum of 1 change per month and 3 changes per year will be accepted** *(A change in reservation request form must be completed, for more information, please ask the Daycare Technician at your school)*

## 4. LUNCH PROGRAM SCHEDULE



### **OPEN:**

First day of school, Monday, August 31st, 2021

Lunch program is available according to the school calendar,

### **excluding**

pedagogical days.

**Kindergarten starting date: August 31, 2021**

### **CLOSED:**

Labor Day – September 6th, 2021

Thanksgiving Day – October 11th, 2021

Support Staff/Teacher convention - October 15th, 2021

Christmas Break – December 22nd, 2021 to January 4th, 2022 inclusive

Spring Break – February 28th, 2022 to March 4th, 2022 inclusive

Professional Development day March 28, 2022

Easter Break – April 15th, 2022– April 19th, 2022(Good Friday, Monday & Tuesday)

National Patriot's Day- May 23rd, 2022

Unforeseen closure (snow day etc.)

During the summer

<b>Class Days:</b>	<b>Kindergarten:</b>	<b>Elementary:</b>
Lunch	<i>11h30-12h20 Extended lunch Mon, Wed &amp; Fri from 12:20-12:50</i>	<i>11h30-12h20</i>

## 5. FEES

The contract (registration form) is effective for the 2021-2022 school year.

- A user can terminate the contract at any time by sending two weeks' notice. Please use **change is reservation request form** (as per information in Chapter 2a - Attendance Change).
- Lunch fees differ per month, as they are based on the school calendar.
- A detailed statement of account will be available monthly in the Mozaïk parent portal.
- **Lunch fees will be billed as per student's registration form, regardless of attendance.**
- No refunds for shortened days.



### a) Supervision Fees:

The daily rate is \$2.50 /per day-maximum \$200 per year.

### b) Bank Fees

An amount of **\$10.00** will be charged for any NSF cheque or bank rejected cheque. Alternative payments may be required if this happens more than once.

## 6. PAYMENTS

### a) Payment Methods

Lunch Program fees can be paid by Internet, cheque, and by cash exceptionally. You must pay upon receipt of your statement of account at the beginning of the month.

A statement of account will be available to all users in the Mozaïk parent portal at the beginning of each month, and a reminder will be sent around the 15th of each month. Paper copy of statement of account is issued upon request.

### CHEQUES

The cheques should be made payable to the school. Please indicate the student's name and file number on the cheque. Only one cheque per family is required, unless your children attend both a JR and SR school, then one cheque per school is required.

## CASH

Receipts will be issued for cash payments. The receipt is proof of payment only.

## ONLINE PAYMENT

**Online payment is a safe and preferred method.** A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers **are not the same**. You must enter this reference number, **without spaces**, every time you make a payment online. The reference number consists of 19 numeric and alphanumeric characters and starts with **SG**.



**The reference number is specific to one school.** If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

If you have more than one child attending the lunch program, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

### b) Late Payment

Unpaid balances will not be tolerated. Please note that unpaid amounts represent a debt owing to the Lester B. Pearson School Board that remains unpaid even if there is a school change.

### c) Tax Receipts

Tax receipts will be issued at the end of February (provincial and federal according to the laws

governing school daycare services). The receipt will be issued to the payer. The social insurance number is mandatory for every payer, unless the box indicating; "I wish to withhold my social insurance number" is checked on the online registration form.

The current year tax receipts are available in the Mozaik parent portal. Please note, the payer must be the person with the Mozaik parent portal.

LUNCH PROGRAM	FEDERAL	PROVINCIAL
Lunch program fees	Eligible	Eligible
NSF cheques fees	Non-eligible	Non-eligible
Meal/snack fees (if applicable)	Non-eligible	Non-eligible

## 7. SECURITY

### a) Ratio

The Lester B. Pearson School Board maintains a lower student/supervisor ratio and is well below the Government standards.

### b) Absent Students

If your child is absent from school, you must notify the school secretary. This information will be passed on to the Daycare Technician daily.

### c) Last-Minute Changes

For safety and security of all students, daily changes to your child's lunch schedule will not be accepted. ***Should a change need to be made due to exceptional circumstances please email Tracey Brenie - Daycare Technician directly at [tbrenie@bpsb.qc.ca](mailto:tbrenie@bpsb.qc.ca).***

### d) Lunchtime Dismissal

Written or email notification **to the school office or the Daycare office** is required for all lunchtime dismissals. Parents or legal guardians must present ID and sign the student out.

Students registered in the Lunch or Daycare Program must have written or email notification in advance in order to leave the premise alone during Lunchtime.

## e) Emergency Measures

If emergency measures are implemented, it might be necessary to relocate lunch program students.

The relocation center is:

***Our relocation centre is Beaconsfield United Church – Main Refuge  
2020 Woodside Road  
Beaconsfield, QC***

## 8. HEALTH

### a) Nutrition

The Lester B. Pearson School Board promotes nutritious and healthy habits for our students. Please consider this when packing your child's lunch.

We have numerous students with severe peanut/nut allergies in our school. We ask that you are diligent regarding this matter.

Please review the Food and Nutrition Policy:

[Food Policy:](#)

### b) Allergies & Medication

Please refer to our Policy on Safe & Caring Schools for more details, website:

[Safe & Caring Schools Policy](#)

#### **Medication Administration:**

In accordance with the school board safe and caring policy, it is the responsibility of the parents to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid distribution of medication during school hours. When this is not possible, parents may request the assistance of school personnel through the principal. Any training and/or supervision deemed necessary for the distribution of medication in the school setting is available via the CIUSSS serving the school's territory. Parents are encouraged to teach their children to accept the maximum responsibility for the self-administration of medication.

#### **Procedure regarding the distribution of Medication:**

The parent must provide the Principal with prior written authorization by filling-out and signing the Request and Authorization for the Distribution of Medication Form at school. The parent must also sign the release of Liability for Distributing Medication, before the medication

administration.

Parents must ensure that the school has up-to-date information and appropriate and accurate telephone numbers.

Prescription drugs shall be delivered in person by the parent to the school office. Parents are responsible for tracking the expiration dates of all medications. The prescription drugs must be packaged in an original container as supplied by a pharmacist with the prescription label. The package must be clearly labelled with:

- The child's name
- The name of the drug
- The dosage of the drug
- The frequency of use
- The date of purchase
- Instructions for storage
- Specific directions for distribution
- Prescribing physician's name

**Life Threatening Allergies Requiring Auto-Injectors:**

At the beginning of the school year please inform the daycare in writing if your child suffers from severe allergies, along with your emergency information contact numbers. During the school year, any change in the students allergens must be communicated to the Daycare. Please notify the Daycare, in writing, of any specific procedures required to ensure the safety of your child.

The Request to administer emergency epinephrine by injection for a potentially life-threatening allergy shall be made on the Request and Authorization for Distribution of Medication Form. Additionally, the Emergency Contact Form for a Child at Risk for Anaphylactic Shock must also be filled. These forms are available at the main office,

The student is expected to carry their emergency medication on his/her person at all times, unless other arrangements have been made with the school. Ideally, parents of children with severe allergies should ensure that their child wears a Medic Alert bracelet or other suitable identification.

In the event that the auto-injector is given or self-administered, an ambulance will be called immediately to transport the student to the hospital. The cost of the ambulance will be covered by the student's parents, as the student is a minor. In the event of a mild reaction where an auto-injector is not required, parents must arrange for pickup of their child. **As epinephrine remains the first line of treatment for anaphylaxis, the use of antihistamine medications such as benadryl is not recommended in the school setting.**

Staff members and students are educated about life-threatening allergies. All staff members, including lunch and daycare supervisors, receive training and refresher courses in allergies and epinephrine auto injector administration.

Sherbrooke Academy Junior has been designated as a nut-safe environment. Amongst our students population, we have several children who have life threatening nut allergies. Even

trace amounts of these allergens could result in a life threatening reaction for these students. It is for this reason that we ask you not to send peanut butter or peanuts to school in any form. Please respect these rules even when packing for field trip lunches and daycare snacks.

For the safety of everyone, sharing of food is prohibited throughout the school. Students are not permitted to bring in food to celebrate their birthdays.

### **c) Sick Students**

Should the student become ill during the day, the parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used. Parents are required to make arrangements to have the student picked-up ASAP.

### **d) Emergency**

In case of a severe illness or accident, the required actions will be taken (call emergency services or provide first aid). The parent or legal guardian will be contacted as soon as possible, or the emergency names and numbers listed on your registration form will be used.

If an ambulance is required, all the costs will be paid by the parents.



## **9. COMMUNICATION**

The Technician reports directly to the Principal, who is responsible for all aspects of the Daycare and Lunch Programs. The Daycare Technician is authorized to answer any questions.

Please contact the Daycare Technician of your school: Tracey Brenie at 514-697-5699 or by email at [tbrenie@lbpsb.qc.ca](mailto:tbrenie@lbpsb.qc.ca)



## **10. LUNCH PROGRAM ORGANIZATION**

**a) Attendance**

Attendance will be taken daily with your child's lunch supervisor.

**b) Personal Belongings**

Personal belongings must be identified, including the lunch bag. The lunch program is not liable for lost items.

**c) Dress Code**

Running shoes are mandatory for all gym activities. Please refer to your child's agenda or the school website for dress code regulations.

We ask that all children please come to our lunch programs with proper indoor and outdoor gear each day, weather permitting we will be going outside daily.

**11. RULES OF CONDUCT**

The Daycare/Lunch program adheres to the school rules of conduct. These rules are on our school website: