

CHILDREN'S WORLD ACADEMY

2017-2018

(514) 595-2093



DAYCARE PROGRAM SERVICES



Christina Arvanitakis
Daycare Technician
carvanitakis@lbspb.qc.ca

Tony DiVittori
Principal
tdivittori@lbspb.qc.ca

PHILOSOPHY

Our goal at CWA Daycare is to strive to meet the intellectual, social, emotional and physical needs of our students. We will provide a peaceful and supportive learning environment that encourages children to;

- Exercise their natural curiosity and creativity
- Demonstrate respect for themselves, others and their environment
- Cultivate an attitude of empathy and tolerance in their problem-solving skills
- Grow as kind and caring individuals.

PROGRAMS

CWA Daycare follows the principles and philosophy of the school's IB Program.

Fun and motivating activities are offered through;

- **The Arts:** drawing/painting, music, dance, drama...
- **Technology:** computer/Smartboard applications, Lego robotics, Internet...
- **Physical activity:** outdoor play, sports, cooperative games...

The intent of the daycare program/activities is to provide students with an opportunity to explore a variety of activities and themes. Our hope is that these activities will broaden students' outlook and learning environment outside the classroom situation while at the same time reflecting the fundamental principles of the IB philosophy and program.

Daycare provides a bilingual **Study hall** period Monday to Thursday, in which students can do homework in a quiet atmosphere.

We also offer "**Club days**" on Fridays where students can join a club for a 6-8 week period. Examples of clubs offered include; cooking,

beading, robotics, origami, knitting, painting, Instant Challenges, and Healthy snacks! Clubs are organized by cycle and allow students to mix at the cycle level while sharing new experiences. There is no additional cost to daycare parents for these activities.

CWA Daycare has also developed an affiliation with several educational institutions including P.A.C.C., Dawson College and Vanier College. During the school year students from several of their programs (Nursing Assistants, Early Childhood Education and Community Recreation and Leadership Training) will be doing their stage at our school, interacting with the daycare educators and students.

*“A child rarely knows when they are learning,
but they always know when they are having fun.”*

STAFF

CWA Daycare has a staff of sixteen educators and a coordinator, who is responsible for the day-to-day management of the program, and reports directly to the principal.

HOURS OF OPERATION

The daycare is open Monday through Friday according to the school calendar. Our hours include;

Mornings	7:00 – 7:45 am
Lunch	11:15 – 12:25 pm
After-school	2:30 – 6:00 pm.

LATE FEES

After 6 pm, parents will be charged \$10.00 for the first period of 15 minutes and \$1 per minute thereafter. Invoices will be given for these fees by the daycare coordinator and are payable upon receipt.



HOLIDAYS

The daycare will be closed on statutory holidays: Labor Day, Thanksgiving, Easter and Victoria Day.

The daycare will also be closed during the Christmas holidays, spring break and summer vacation (from the last day of school for the students).

Please note the daycare will be **closed** November 24th and April 3rd as per the collective agreement.

* Parents will be advised at least two weeks prior to any changes to daycare availability.

PEDAGOGICAL DAYS

Daycare services are available to all **registered** regular and sporadic users. Daycare hours on ped days are from 7 am to 6 pm. The cost is \$8.15 per student per day. There may be an additional charge for activities or field trips.

Parents must register their children by the deadline indicated on the registration form, which will be posted by the sign out sheets approx. two weeks before the ped day. No refunds will be issued after the registration deadline. Please note that space is limited as teachers are working in their classes, and priority must be given to regular users of the daycare program.

ABSENCE POLICY AND REFUNDING

There will be no refunds for sickness or vacations during the school year. In addition, refunds will not be made for any emergency closing of the school (snow days, strike days, etc). Requests for refunds due to withdrawal from the daycare program must be made in writing and at least two weeks prior to the ending date.

TAX RECEIPTS

Income tax receipts will be issued by the February deadline. Daycare services within the subsidized \$8.15 a day program receive a federal tax receipt only. Tax receipts will be issued to the person who signs the cheques or submits the cash payment.

MEDICATIONS

Medication will not be dispensed to a child without written permission by the parent. Medication must be sent in with the original prescription label or it will not be administered. Parents must complete the “authorization to administer medication form” that can be obtained from the school office or website. Students are not permitted to carry medication (including non-prescription medications) in their school/lunch bags. Please refer to the school handbook/agenda for more information regarding medications for allergies.

SECURITY

Children should be brought into the daycare each morning by a parent or guardian.

If a child will not be attending the daycare on any given day during the week, parents are requested to send an email or call the daycare at **514-595-2093** and leave a message on the answering machine or send a note to the attention of the daycare.

Please note that students will not be allowed to leave the daycare on their own at the end of the day. Children must be picked up by a parent, guardian or another person, as identified in writing on the daycare registration form. **Individuals will be required to present ID and sign-out the student.**

Please note we cannot accept verbal requests to add names to the authorized persons list – this must be done in writing by the parent. Parents and authorized persons are requested to use the daycare entrance at the side of the building after school.

Parents are requested to remain by the daycare door while waiting for their children who will be called by walkie-talkie. All students must be signed out of the daycare via the sign-out sheet at the daycare door.

In the event that the school must be evacuated during after-school hours, the sign-out sheet will indicate to us which students must be accounted for. Students are not permitted to use the phone to arrange social visits with another student – this must be done in advance and both students are required to bring written permission from their parents.



SNACKS

After school snacks will be provided to students at the end of the school day. Parents are requested to adhere to the school’s procedures regarding nuts and not send foods containing peanuts or nuts to the daycare.



BEHAVIOR POLICY

At CWA Daycare the school’s code of conduct is applied at all times. Please refer to the student agenda and take a moment to review it with your child(ren).

Consequences of misbehavior may include verbal reprimands, “time-out” periods, loss of privileges, after-school detention/reflection period and suspension from services.

Parents will receive a written letter describing the misbehavior as well as the measures taken, which must be signed and returned to the supervisor before the child can return to the program.

GENERAL REQUESTS

1. Please send in a placemat for your child to use during the lunch period. Please note that glass containers are not permitted in the school.
2. Please do not send toys or personal items, including electronic devices, to the daycare unless a special activity is planned. The daycare will not be responsible for lost or broken items.
3. Parents are requested not to send any child with a contagious illness to school/daycare and are requested to inform the front office of any contagious condition.
4. Children should be dressed appropriately for the weather as our program includes outdoor play unless the weather is severe.
5. Students and/or parents are not permitted to return to the classrooms after 3 pm. Any forgotten items or homework will need to be collected the following school day.



DAYCARE PARENT USER COMMITTEE

The Governing Board may form a Daycare Parent User Committee.

This committee:

- a) May be formed by the governing board upon the request of at least three parents who use this service.
- b) Is chaired by the Daycare Technician.
- c) Is an advisory body.
- d) Provides a forum for consultations and feedback.
- e) Transmits suggestions and recommendations to the principal or the governing board.
- f) Is a liaison for all parents who use the daycare service.
- g) Focuses on the quality of daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the daycare.
- h) May contribute to the development of innovative projects.
- i) Will write a year-end-report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

REGISTRATION, FEES AND PAYMENTS

In order to be successfully registered in the daycare, parents are required to:

1. Submit a completed registration form, signed and dated. The deadline for eligibility re. \$8.15/day daycare is Sept. 30th, 2017.
2. Select payment method; Online, interac or post-dated cheques.
3. Pay any outstanding balance in their account from the previous school year

PAY ONLINE

NSF cheques will result in a \$10.00 administration fee per cheque.

Any collection agency or bank fees charged to CWA Daycare/Lunch program will be added to the balance due.

Please write the student's name on all cheques.

Please note that CWA follows collection procedures as outlined in the policies of the Lester B. Pearson School Board. Daycare services may be denied in the event of non-payment.

Please note that all parents will receive a statement of account next May and the balance owed for the month of June will be indicated. This amount will reflect any credits owed to parents as a result of school closings.

REGULAR Daycare User Fees

(child must attend minimum of 3 days per week, 2 periods per day, to receive the government subsidized rate of \$8.15 per day)

This year we are requesting **9 post-dated cheques made payable to CWA Daycare for the months of September 2017 to May 2018 (dated the 1st or 15th of the month)** for the following amounts:

FULL-TIME

September \$ 172.00 (Gr. 1-6) \$155.00 (Kdg)	February \$ 155.00
October \$ 155.00	March \$ 130.00
November \$ 172.00	April \$ 147.00
December \$ 115.00	May \$ 163.00
January \$ 139.00	June: As per final statement

PART-TIME

3 or 4 days a week - Attendance – lunch everyday plus three or four days of after school +/- morning program.

For parents who require part-time daycare and want to pay by post-dated cheque, **please note you will receive a calendar with monthly fees once you have selected your daycare days.**

SPORADIC Daycare User Fees (child attends one or two days per week)

AM session - \$3.00/day/child

PM session - \$10.00/day/child

DROP-IN POLICY

Please keep in mind that in order to ensure the safety and security of all the students, we cannot operate like a drop-in center. The government sets strict staffing ratios for daycares and these must be respected at all times.

Requests for occasional use of the daycare must be made at least 2 days in advance and submitted in writing. If approved, parents are responsible to send a note to the homeroom teacher informing them of this change in their child's daily routine.

These services shall be limited to no more than 5 times a year.

AM session - \$3.00/day/child

PM session - \$12.00/day/child