

Children's World Academy 2023-2024

2241 Ménard, LaSalle, Quebec (H8N 1J4)
School: 514-595-2043 ~ Daycare: 514-595-2093

<http://cwa.lbpsb.qc.ca/>



Mr. Adrian Geller (Principal) – ageller@lbspb.qc.ca
Ms. Sandra Vadacchino (Administrative Assistant) – svadacchino03@lbspb.qc.ca
Mr. Guy Walker (IB Coordinator) – walker@lbpearson.ca
Ms. Christina Arvanitakis (Daycare Coordinator) – carvanitakis@lbspb.qc.ca
Ms. Sharon Burgy (Finance Office Agent) – sburgy@lbspb.qc.ca

Vision Statement

- ✓ All students are encouraged to achieve high academic standards, maximizing their full potential, in a structured inquiry based and international curriculum.
- ✓ All students will be exposed to a well-rounded and enhanced program in language arts, mathematics, science, technology, music, fine arts, and physical education.
- ✓ Staff, parents, and administrators are all partners in the education and development of all students.

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Children's World Academy

2241 rue Menard, LaSalle, QC H8N 1J4

Tel.: 514-595-2043

Internet: <http://cwa.lbpsb.qc.ca/>



June 2023

Dear Parents and Guardians,

On behalf of the staff at Children's World Academy (CWA), it is my honor and pleasure to welcome you to the 2023-24 school year!

Once again, this year, I look forward to working with the wonderful, dedicated CWA teachers and staff, parents, and broader school community as we collaborate and support one another in the common goal of helping students learn and grow to their full potential. Add to this an engaging and challenging IB curriculum and the result is a top-notch education for our students.

Enclosed in this Parent Handbook is important information about many aspects of CWA. Please take the time necessary to read through the various sections so that you are aware of the procedures that govern our day-to-day operation. Should you have any questions, don't hesitate to contact your child's teacher or the school office.

Wishing everyone the very best for the 2023-24 school year !

Adrian Geller
Principal



Statement of Beliefs

Regarding the general conduct of all (students, staff, and parents), our goal is for all of us to practice self-discipline and show respect for others, for property, and for the environment at all times. Our expectations for the standards of conduct at our school are reflected in the Mission Statement for our School, the Mission Statement for the IB program, as well as the Attributes and Attitudes of the IB Learner Profile.

Through the understanding of the importance of individual action, and collective responsibility this essential agreement emphasizes what we want people to become, as opposed to punishing for wrong doing. Our goal is to teach children ethical behavior by:

- Giving them ways to care deeply, share generously and help willingly.
- Curb their inclination to hoard or harm.
- Stop in its tracks anything that fuels hatred

Barbara Coloroso from *Teaching with Wit and Wisdom*

School Vision



Our vision is to create a school where:

- **All students are encouraged to achieve high academic standards, maximizing their full potential, in a structured inquiry-based, and international curriculum.**
- **All students will be exposed to a well-rounded and enhanced program in language arts, mathematics, science, technology, music, arts and physical education.**
- **Staff, parents and administrators are all partners in the education and development of all students.**

Vision
Mission
& Values



Mission Statement of Children's World Academy

Children's World Academy is a community of lifelong learners. The mission of the school is:

- ❖ To educate the whole child, developing each student's intellectual, physical, social, emotional and spiritual well-being.
- ❖ To encourage student to become active, compassionate, and responsible human beings who are respectful of the plurality of cultures and religious beliefs.
- ❖ To nurture intellectual curiosity and actively involve students in developing good work habits, positive attitude and critical thinking in order to become committed and engaged citizens of the world.
- ❖ To provide students with engaging, relevant, challenging, and significant learning experiences connecting the world to the curriculum.

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## **Mission de l'Académie Children's World**

L'Académie Children's World est une communauté d'apprenants engagés. Sa mission est:

- ❖ D'instruire et de développer les compétences et les aptitudes intellectuelles, physiques, socio-affectives et spirituelles de l'enfant.
- ❖ D'encourager les élèves à devenir des citoyens actifs et responsables, faisant preuve d'empathie et qui respectent la pluralité des cultures et les différentes croyances religieuses.
- ❖ De nourrir la curiosité des élèves tout en les impliquant activement dans le développement de bonnes méthodes de travail, d'une pensée critique et d'une attitude positive qui les aideront à devenir des citoyens du monde intègres et engagés.
- ❖ De fournir des activités d'apprentissage qui sont captivantes, exigeantes et significatives reliant le monde qui nous entoure et le programme scolaire.

## CWA's Guiding Principles

Children's World Academy is committed to supporting students' learning within their whole development – academic, social, physical, emotional and cultural – with best teaching, learning and assessing practices. As we set significant and challenging goals for students in a coherent and rigorous curriculum, we allow them to take an active part in their own learning. The distinct and individual abilities of each child are challenged in such a way as to build self-esteem, attain academic excellence, and prepare the child to live in the world as a responsible citizen. As an accredited IB school, our aim is to develop internationally minded people "with attributes and descriptors which define the type of learner the IB hopes to develop through its programmes".

### **Learner Profile Attributes**

At the end of grade 6, we expect our students to be: Inquirers, Principled, Balanced, Caring, Communicators, Open-Minded, Risk-Takers, Knowledgeable, Thinkers, and Reflective.



## New Educational Project Report for CWA

There will be a new and updated Educational Project Report developed during the current school year (2023-2024). This plan encompasses many goals and objectives, and when updated will include new ideas, as well as new targets and new strategies to bring us to where we need to be as an institution.

As in the past, this plan is tied to the Strategic Plan of the Lester B. Pearson School Board as well as to key areas of focus as determined by the Ministry of Education.

We will continue to base our objectives on data that we collect regarding the academic achievement and progress of our students, as well as on data from other reliable sources, such as the 'Our School Survey' completed twice annually by students in grades 4-6. These data sources make the actions set out in our plan relevant and meaningful.

This new educational project school report, which is a requirement from the Ministry, will also be aligned with our Action Plan, which identifies areas of focus as the result of our IB evaluations.

With these two comprehensive plans in place, CWA continues to be an outstanding institution, serving the needs of all its students in a complete and thorough manner.

We invite your questions, comments and feedback regarding our educational project, and ask you to direct them to our Principal, Mr. Adrian Geller.

## School Hours

Children should not arrive before 7:45 a.m. since there are no staff on duty in the schoolyard before that time.

### Daily Schedule

**7:45 Busses /Students Arrive**  
(Students enter through schoolyard)

**7:55 Entry**

**7:55 Students expected in class**

7:55 - 8:25 Period 1

8:25 - 8:55 Period 2

8:55 - 9:25 Period 3

9:25 - 9:55 Period 4

**9:55 - 10:15 Recess**

10:15 - 10:45 Period 5

10:45 - 11:15 Period 6

**11:15 - 12:25 Lunch**

12:05 - 12:35 Period 7

12:35 - 13:05 Period 8

13:25 - 13:55 Period 9

13:55 - 14:25 Period 10

**14:25 Dismissal**

**14:35 School Buses Leave**



## CWA School Song

We are the kids from  
Children's World Academy  
Together we stand tall,  
We are the kids from  
Children's World Academy  
Achievers most of all.

As we proudly stand together  
With our colours proudly seen,  
There are none that are as special  
as our blue, white and green.

We are the kids from  
Children's World Academy  
Together we can see,  
We are the kids from  
Children's World Academy  
Knowledge is the Key.

Nous démontrons le savoir-être  
Qui font de nous de vrais champions  
Nous marchons avec confiance  
Pour faire une vraie différence.

We will always salute you,  
Children's World Academy.

Words and Music by:  
Terry Clahane



# Children's World Academy 2023 - 2024

## Schedule / Horaire

|               | Mon / lun                                        | Tue / mar | Wed / mer | Thurs / jeu | Fri / ven |
|---------------|--------------------------------------------------|-----------|-----------|-------------|-----------|
| 7:45 - 7:55   | Arrival / Arrivée à l'école                      |           |           |             |           |
| 7:55 - 8:25   |                                                  |           |           |             |           |
| 8:25 - 8:55   |                                                  |           |           |             |           |
| 8:55 - 9:25   |                                                  |           |           |             |           |
| 9:25 - 9:45   | Recess / Récréation (grades 1 / 2 / 3 & K02-K04) |           |           |             |           |
| 9:25 - 9:45   |                                                  |           |           |             |           |
| 9:55 - 10:15  | Recess / Récréation (grades 4 / 5 / 6 & K01-K03) |           |           |             |           |
| 10:15 - 10:45 |                                                  |           |           |             |           |
| 10:45 - 11:15 |                                                  |           |           |             |           |
| 11:15 - 12:20 | Lunch / Diner                                    |           |           |             |           |
| 12:25 - 12:55 |                                                  |           |           |             |           |
| 12:55 - 13:25 |                                                  |           |           |             |           |
| 13:25 - 13:55 |                                                  |           |           |             |           |
| 13:55 - 14:25 |                                                  |           |           |             |           |
| 14:25         | Dismissal / Renvoi de l'école                    |           |           |             |           |
| 14:35         | Bus Departure / Départ des Autobus               |           |           |             |           |

# General Information

## Arrivals

The schoolyard is supervised by CWA staff for 10 minutes immediately prior to the beginning of the school day, starting at 7:45 a.m.

For safety reasons, 'walkers' or students dropped off by their parents must **not be in the schoolyard before 7:45 a.m.**

**For Security reasons, parents are asked not to enter the school playground at arrival and dismissal times.**

From 7:45 a.m. to 7:55 a.m., there will be teachers on duty in the schoolyard. Walkers and carpool arrivals must use only Robidoux and Doyle streets. Dufresne Street is for school bus use only. **Please refrain from using the school's front entrance until 7:55 a.m. Your child will be recorded 'late' after 7:55 a.m. (refer to section on lates, below).**

At lunch time 'walkers' are to leave the schoolyard promptly and return **not earlier than 12:20 p.m.** unless they have a class or other scheduled activity. If no one is in the schoolyard, lunch time walkers should enter by the daycare door.

## Staff Parking Lot

**No student drop off between 7:30 a.m. – 3:00 p.m. in the Staff Parking Lot.**

Please understand that the parking lot is a busy place and the congestion during these hours poses a safety concern for our students. We ask that parents who drop off or pick up their children please use the sidewalk that extends along the end of the parking lot and do not walk through it.



## Absences

Parents must call the school absence line 514-595-2043 ext. **3** or email directly to Ms. Sandra Vadicchino ([svadicchino03@lbpsb.qc.ca](mailto:svadicchino03@lbpsb.qc.ca)) when their child will be absent from school. A written note of explanation for the absence must also be presented to the homeroom teacher upon the student's return to school. Parents are asked to arrange medical any other appointments outside of school hours or on school holidays, in order to avoid students missing valuable instructional time. Family vacations should follow the school's recognized holidays and PED day schedule. Any time taken away from in-class instruction may hinder progress and learning expectations.



## Lates

Students are expected to arrive on time for school. **The school doors in the schoolyard entrance open at 7:45 a.m. Students MUST be in class by 7:55 a.m., when classes begin.** Children who arrive late miss valuable instructional time, interrupt the lesson that is in progress and do not learn to value the importance of punctuality. Arriving late also creates unnecessary anxiety in young children. Parents of students who are repeatedly late will be contacted to determine further remedial action.



### **Early Dismissal**

Parents are requested to send a note to the teacher and school secretary when seeking early dismissal for their child. If the child is to be picked up during lunch time (11:15 a.m. – 12:15 p.m.), parents must go to the Daycare entrance, as the school office will be closed.

Should there be a sudden change of plans, or any change to a child's regular routine at dismissal, parents are to inform the school secretary **BEFORE 1:00 p.m.**

### **School Closure**

The Lester B. Pearson School Board will broadcast all school closure on radio stations CBC (88.5 FM) and CJAD (800 AM) and will post cancellations on the LBPSB website <http://lbpsb.qc.ca> . We will also post cancellations on our CWA website [www.cwa.lbpsb.qc.ca](http://www.cwa.lbpsb.qc.ca) and our CWA social media.



### **Transfer Forms**

Please notify the school in writing if you will be moving, so that the report card and transfer form can be prepared.

### **Medical Form and Emergency Numbers**

**Emergency** telephone numbers **MUST be provided.** To ensure the safety of your child, any health problems must be noted on the medical form.



### **Injuries**

Minor injuries (minor cuts, scrapes) will be handled by staff members. Any injury of concern to staff will be first dealt with by staff with first aid training and then reported to parents. Our policy with any head injury is to report it to parents since, on occasion, a head injury causing concussion may appear to be minor and will need to be monitored. Depending on the severity of an injury, the decision to have a child remain at school or be seen by a medical professional is to be made by parents, following a discussion with a member of staff.



In the event that a child has been injured and the incident has not been directly observed by any staff member, the child should report the incident to the teacher on duty and their homeroom teacher. Appropriate follow up will then be taken.

NOTE: Parents must provide an updated emergency phone number on the student information sheet (renewed annually) in order for the school to make timely contact if/when necessary. Any changes in emergency contact information must be communicated to the school as soon as it is available.

## **Medication**

For safety reasons, student must not bring non-prescription or 'over the counter' medication to school. Should your child need to take medication at school, the 'Authorization to Administer Medication' form must be completed and submitted to the school office. All medication is kept either in the main office or in the Daycare.



Students with severe allergies should wear a **carry pouch containing their Epi-pen** at all times (e.g.: class, gym, music, outdoor activities, field trips). A spare Epi-pen is kept in the main office in case of emergency and for field trips.

## **Health and Hygiene**

1. Students are to arrive at school neat and clean. Dirty, ragged, or inappropriate clothes are not acceptable.
2. For sanitary and safety reasons, students **must** wear shoes at all times. An extra pair of shoes for indoor use only must be kept at school. Flip-flops and Heelys are never permitted.
3. Students are not to chew gum on the premises.
4. Parents are asked to cooperate with LBPSB policy by giving children only nutritious snacks for school. Junk food and candy should be avoided. Special activities will be planned to support nutritional education.
5. Students are responsible for keeping their personal space in the school **neat and clean**. This includes: their desks, inside and out, the area around their desk, their cubby hole, their locker and the area around their locker.



## **School Cleanliness**

Students spend a major part of their day in the school building. It is important that students take pride in and ownership of the general cleanliness of their school. As a result, they are expected to participate in keeping the school and school grounds clean.

## **Books**

Textbooks and other materials belonging to the school must be treated with care. Parents are responsible for any lost textbooks, library books or school materials. To protect textbooks and other items, students must have a schoolbag.



## **Homework**

Students are required to complete all homework assignments. **As a general rule, reading, written homework and/or study homework is required every day.** Please note that students who are registered in the Daycare program benefit from a supervised study hall session Mondays through Thursdays.



Students are responsible for taking home all materials needed for homework.  
**Students and parents will not be allowed back into the building after 2:45 p.m.**

### **Report Cards**

Three report cards are issued throughout the school year, as well as one fall interim report. Report cards will be available online through the LBPSB Mozaik Parent Portal. Report cards should be carefully read and reviewed. Parent/Teacher interviews will take place following the release of the first term report card in November. During the year, parents are asked to respond promptly to a teacher request for an interview, since this request indicates that an immediate concern exists.

Parents may also call to request an appointment with a teacher if the need arises with the teacher's availability during their working hours. For more detailed information on student evaluation, please consult the CWA – PYP Assessment Policy Handbook, available on our website.

### **Cell Phone Use**

The use of cell phones during school hours is NOT permitted. They are disruptive and, as most cell phones have the capacity to take digital photographs, the potential for a security risk is posed by those who may take photographs of others without their knowledge or consent. Students who must make phone calls to parents may request to do so at the school office. **Students are strongly discouraged from bringing cell phones to school.**



Students who use cell phones during school hours or school activities will have them confiscated by school staff and returned to parents. This same rules apply to any hand-held personal communication device (all smart phones, i-Pads, i-phones, etc.).

### **Valuables / Toys**

Personal valuable items such as electronic equipment, iPods, sports equipment, jewelry, etc. are best left at home. The use of any type of electronic equipment brought from home is not permitted during school hours or in the daycare, unless exceptional circumstances apply. We also require that toys, games and items such as pokémon cards, fidget spinners, etc. remain at home.



### **Lost and Found**

To recover lost items there is a 'Lost and Found area in the school, for your convenience. Classrooms also have a bin for lost/found items.

To facilitate identification and retrieval of personal belongings, parents are asked to affix pre-printed name tags or **write the child's name in permanent marker** on all articles of clothing, school bags, lunch containers and any other personal items.



Mabel's Labels is a suitable supplier of printed labels for clothing and many other personal items (lunch box, thermos, school bag, etc.). You can order labels for your child by following this link: [https://mabelslabels.ca/en\\_CA/fundraising/support](https://mabelslabels.ca/en_CA/fundraising/support) .

Unclaimed items will be bagged and sent to charity.

### **School Supplies for 2023-2024**

Please note the following points related to school supplies for the 2023-2024 school year:

- School supply lists are available on our website:  
<http://cwa.lbpsb.qc.ca/For-Parents/Supply-Lists>
- Should you choose to do so, you may take advantage of the service provided by Editions Vaudreuil, a commercial supplier who provides all items on your child's school supply list at a competitive price. You are under no obligation to use this service, but should you be interested in doing so, please consult the information on our website (<http://cwa.lbpsb.qc.ca/For-Parents/Supply-Lists>), which explains how to go about ordering from this supplier.
- All school supplies and personal belongings should be clearly labelled. This will make it easier to find any items that may be lost or inadvertently picked up by another child.

### **Fees for 2023-2024**

- IB Fees: As per the Ministry of Education guidelines IB fees are \$305. A 10% discount on IB fees is offered for families with 3 or more children registered at CWA.
- Consumable fees: You will receive a detailed invoice that provides a list of the specific items this fee is used to pay for. Note that applicable sales taxes will be added to some items on this invoice.

## **Extended vacations during the school year**

The CWA 2023-2024 school calendar is available on our website. The calendar includes all local/school and board-wide pedagogical days, as well as major holidays. It continues to be an issue of concern each year for some students who miss periods of instructional time in class due to absences occurring during extended vacations. Parents are reminded that frequent/significant absences can negatively impact student learning and evaluations. In particular, a Grade 6 Exhibition and mandatory examination for students, Grade 3 through Grade 6, are scheduled, and may start as early as January – depending on the grade level and subject area. It is important to note that, as per Ministry of Education guidelines, these examinations count for up to 20% of the final mark for certain subject areas. We ask that you please plan family vacations and other absences during times when school is not in session in order that your child absence does not conflict with the school schedule.

## **CWA Online information**

- All International Baccalaureate Primary Years Programme information and school policies can be found on our website at <http://cwa.lbpsb.qc.ca> .
- In accordance with the Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. For more comprehensive information, please refer to the following link on the school board website:  
<http://www.lbpsb.qc.ca/eng/altpages/indexV2.asp?altpage=ombudsman> .

## **School Uniforms**

Please contact our official supplier, MONI for ordering information:

MONI Factory Outlet

700 Hodge, Suite 215, Ville Saint Laurent, QC., H4N 2V2

Tel: 514-273-2544 Fax: 514-384-2544

e-mail: [monioutlet@gmail.com](mailto:monioutlet@gmail.com)

website: <http://www.monioutlet.com>

## **CWA Uniform Policy (White – Navy Blue – Forest Green)**

Please read this section carefully and do not hesitate to contact the school office should you have any questions or require any clarification. We have also included sketches at the end of this section (see below) - they visually demonstrate what is described in the policy and we hope they will be helpful in conveying a sense of what the policy strives to achieve.

Our school uniforms contribute to creating a structured learning environment where students respond to the expectation that they achieve their best. We believe strongly that uniforms foster a sense of self-worth and bring the students together as a community, helping to create a sense of belonging and identity.

As an international school, we believe it is important for our students to project a positive, confident and respectable appearance. Our students are frequently in the spotlight, representing CWA outside the school, by participating in outings or field trips, visiting other schools or institutions, taking part in contests, or being filmed in segments that are broadcast widely. For these reasons, we want our students to always look their best.

**IMPORTANT:** The uniform policy is mandatory for all students. Students who do not comply with the uniform policy will be given three warnings. Further warnings will result in the student being removed from class until the matter is addressed.

### **The CWA Uniform consists of the following:**

#### **For Girls:**

- ✓ Short- or long-sleeved polo shirt, in white or navy, printed with the school crest. Available exclusively from MONI (official supplier, see below).
- ✓ Navy blue pants, knee-length skirt, tunic-style dress or Bermuda-style shorts (warmer weather only). Leggings on their own are not permitted but may be worn under a skirt or tunic. Commercial logos are forbidden. White or navy blue tights/leggings.

### For Boys:

- ✓ Short- or long-sleeved polo shirt, in white or navy, printed with the school crest. Available exclusively from MONI (official supplier, see below).
- ✓ Navy blue pants or Bermuda-style shorts (warmer weather only). Commercial logos are forbidden.

### For All:

- ✓ Forest green fleece cardigan or zip-front fleece sweater with printed school crest. Students must wear their cardigans for school pictures, all field trips and special events. Available with printed crests at MONI, or without printed crests at other suppliers.
  - Gently-used uniforms may be purchased during the year at sales organized by the Home & School committee (dates to be determined).
- ✓ Shoes, worn with socks/tights. A pair of appropriate indoor shoes is mandatory and must be left at school at all times. Inappropriate styles (platform, flip-flop, slipper-type, boots, etc.) will not be accepted.

### For Physical Education:

- ✓ Please note: Physical Education attire is acceptable only on days when the student has a Physical Education class and not on any other days.
- ✓ White or navy blue t-shirt printed with the school logo. Available exclusively from MONI (official supplier, see below).
- ✓ Navy blue shorts or sweatpants, with or without printed school logo. Commercial logos, including stripes on the legs, are forbidden
- ✓ Running shoes (non-marking soles, please), worn with socks.
- ✓ To avoid injuries, students must not wear jewelry on their ears, neck, wrists, fingers or ankles during Physical Education classes and sports activities. It is recommended that expensive jewelry not be worn to school at any time.



## Other:

- ✓ CWA students enjoy several 'Dress-Down Days' each year. Please note that appropriate dress is still expected on those days. Shirts, shorts and skirts must be of appropriate length at all times.
- ✓ Hats must not be worn in school at any time.
- ✓ Please label all items of clothing with your child's name and current homeroom number. Mabel's Labels is a suitable supplier of printed labels for clothing and many other personal items (lunch box, thermos, school bag, etc.). You can order labels for your child be following this link: [https://mabelslabels.ca/en\\_CA/fundraising/support](https://mabelslabels.ca/en_CA/fundraising/support) .

## Official Supplier

MONI is our official uniform supplier. MONI provides quality, Canadian-made apparel that conforms to the mandatory policy that has been outlined above.

MONI is located at 700 Hodge , Suite 215, Ville Saint Laurent, QC., H4N 2V2.  
For more information please call: Tel: 514-273-2544 or contact their website:  
<http://www.monioutlet.com> .

For a visual representation of how students are expected to look, please consult the sketches of various options below.

We thank you for respecting the CWA Uniform Policy.

## Sample illustrations of CWA students in uniform.

Illustrations by Lucie Archambault



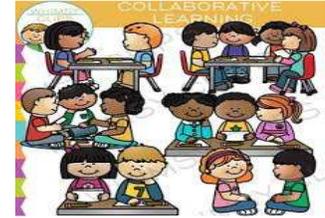
## Daycare Services

CWA Daycare services include the Lunch Program, the Morning and Afternoon Programs as well as Pedagogical Day Supervision. The school code of conduct applies during daycare as well.

### **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.

Daycare provides a bilingual homework period (15-60 minutes), Monday to Thursday, in which students can do homework in a quiet atmosphere. The time periods will vary according to grade level. Daycare educators are there to guide and assist students, but cannot offer 1:1 tutoring.

We implement a variety of educational activities after school. Examples may include: cooking, beading, origami, knitting, painting, Instant Challenges, and Healthy snacks!

CWA Daycare has also developed an affiliation with several educational institutions including Concordia University, 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 & 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.'*

### **HOURS OF OPERATION**

The daycare is open Monday through Friday according to the school calendar.

Our hours include:

|            |                         |
|------------|-------------------------|
| Mornings   | 7:00 a.m. - 7:45 a.m.   |
| Lunch      | 11:15 a.m. – 12:25 p.m. |
| Afternoons | 2:25 a.m. – 6:00 p.m.   |

## **LATE FEES**

After 6 p.m., parents will be charged \$ 10.<sup>00</sup> for the first period of 15 minutes (or part thereof) and \$1.<sup>00</sup> per minute thereafter. Invoices will be issued for these fees by the daycare coordinator and are payable upon receipt.



## **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 note that you are requested to send a bagged lunch or a thermos on Tuesdays, Thursdays and days when students have a lunch class (clubs and activities). Kindly label all containers and lunch bags.
3. 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.
4. 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
5. Children should be dressed appropriately for the weather as our program includes outdoor play unless the weather is severe.
6. Students and/or parents are not permitted to return to the classrooms after 3 p.m. Any forgotten items or homework will need to be collected the following school day.

## **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 for the government subsidized rate is September 30<sup>th</sup> of the current school year.
2. Select payment method: Online, Interac or post-dated cheques.
3. Pay any outstanding balance in their account from the previous school year.



### **NSF cheques will result in a \$10.<sup>00</sup> 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 in May, which will include the balance owed for the month of June. The statement will reflect any credits owed to parents a result of school closings.

**REGULAR Daycare User Fees - \$ 8.95/day**

(A regular student must attend daycare for a minimum of 2 periods per day, 1 to 5 days per week).

The parental contribution for regular users is determined by MEES (Ministère de l'Éducation, Enseignement Supérieur et de la Recherche) and is subject to change.

Based on the current fee of \$8.95 per day, we are requesting **9 post-dated cheques**, made payable to CWA Daycare for the months of September through May (dated for the 1<sup>st</sup> or 15<sup>th</sup> of each month) for the following amounts:

**FULL-TIME**

|           |                     |           |          |                        |
|-----------|---------------------|-----------|----------|------------------------|
| September | \$ 179.00 (Gr. 1-6) | \$ 152.15 | February | \$ 170.05              |
|           |                     | (K)       |          |                        |
| October   | \$ 179.00           |           | March    | \$ 125.30              |
| November  | \$ 179.00           |           | April    | \$ 179.00              |
| December  | \$ 134.25           |           | May      | \$ 187.95              |
| January   | \$ 152.15           |           | June     | As per final statement |

**Please note that fees for ped days are NOT included in the monthly fee schedule.**

**PART-TIME**

**1 to 4 days per week** – attending: lunch every day AND one or four days of after-school and/or morning program.

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

**SPORADIC Daycare User Fees** Sporadic: \$2.50 per A.M. or \$10.50 per P.M. per sporadic student. A sporadic student must attend daycare for 1 period per day, 1 to 5 days per week

**DROP-IN POLICY**

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

The Governing Board has the option to establish a Daycare Parent User Committee. Please see excerpt from the LBPSB policy on School Daycare and Lunch Program Services at <http://www.lbpsb.qc.ca/eng/policy/policyV2.asp>

## Daycare Parent User Committee:

1. Is formed by the Governing Board upon the request of at least three parents who use this service.
2. Is chaired by the Daycare Technician.
3. Is an advisory committee, OR Plays an advisory role.
4. Provides a form for consultations and feedback.
5. Transmits suggestions and recommendations to the principal or the governing board.
6. Is a liaison for all parents who use the daycare service.
7. 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.
8. May contribute to the development of innovative projects.
9. Will write a year-end report which, once reviewed by the principal and the Governing Board, will be sent to all parent users.

More detailed information about our Daycare program and services can be found on the school website: <http://cwa.lbpsb.qc.ca/Daycare-Lunch>



## LUNCH PROGRAM SERVICES

### REGISTRATION and PAYMENT

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

- Submit a completed registration form, signed and dated.
- Indicate payment method for the year – online, Interac or post-dated cheques.
- Pay any outstanding balance on their account from the previous school year. (Reminder letters are sent home in June indicating any balance owing)



Please prepare cheques accordingly:

- 3 post-dated cheques, made payable to CWA Daycare Services
  - a) October 1, 2023- \$ 150.<sup>00</sup> (includes September – December)
  - b) February 1, 2024 - \$ 150.<sup>00</sup> (includes January – March)
  - c) May 1, 2024 - \$ 150.<sup>00</sup> (includes April – June)

## GENERAL INFORMATION

1. Students eat in their classrooms with a lunch supervisor. Please send in a labeled placemat for your child to use during the lunch period. For safety reasons please do not send glass containers to the school.
2. To assist us in promoting healthy and nutritious eating habits, please do not send any 'junk' food (i.e.: candy, carbonated drinks, gum, etc.). **Please do not send peanut butter or foods containing nuts (i.e.: Nutella) as there are many students with severe nut allergies.**
3. Please do not send toys or personal items (including electronic devices) to the lunch program unless a special activity is planned. We will not be responsible for lost or broken items.
4. Parents are requested not to send any child with contagious illness to school/daycare and are requested to inform the school office of any contagious condition,
5. Outdoor play is an important part of the lunch hour and includes both cooperative group games and sports (which are chosen by the class) as well as a free play period. Please ensure your child is dressed appropriately for the weather.
6. Students registered in the lunch program must be accompanied by an authorized adult should they leave the school grounds during the lunch hour. A written note must be sent to the school by the parent/guardian,
7. Please note that drop off/delivered lunches from fast-food restaurants (McDonald's, Harvey's, etc.) are discouraged.
8. Medication will not be dispensed/administered to a child without written permission by the parent. Medication must be sent in to school with the original prescription label or it will not be administered. Parents can obtain the 'authorization to administer medication form' from the school office or website. Students are not permitted to carry medication (including non-prescription items i.e.: Tylenol, Advil, cold medication, etc.) in their school/lunch bags or pockets. Please refer to the school handbook for more information regarding medications used in the treatment of allergies.
9. The school's code of conduct is applied at all times. Please take a moment to review it with your child(ren). Consequences of misbehavior may include verbal reprimands, 'time-out' periods, loss of privileges and in-school lunch detention/reflection period. When warranted, 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 student may return to the lunch/daycare service.

## HOT LUNCH PROGRAM

An optional hot lunch menu from Merenda Catering Services will be offered on Wednesdays and Fridays. Information regarding the start date, menu selection and pricing will be sent home and will be available on the school website. In order to participate in this service, parents must keep their lunch/daycare account in good standing.



## Merenda Catering Service

'Merenda' is a lunch time service offered to the students and families of your school. Participation in this program is not mandatory and is strictly a user-pay program. Meals must be pre-ordered and paid in advance using the online ordering system. The meal includes the main entrée, vegetable, potato or other starch when applicable, dessert and drink.

1. Ordering can be done using any device with internet access.
2. Payment can be made by credit card or Visa debit.
3. Meals may be ordered weekly or monthly.
4. Meals must be ordered 1 week in advance.
5. Cancellation Policy – if you must cancel a meal due to absences including field trips, etc., you may do so online up until 7:00 a.m. of the delivery day. In addition in such cases as a change in field trip or school activity the school daycare or teacher may not initiate the credit or contact Chartwells on your behalf.
6. If meals are not cancelled and they are missed during the chosen period, they are non-refundable.
7. Allergies: Meals are prepared in a nut-controlled environment. However, Merenda cannot guarantee the possible negligence concerning the labelling/handling of their suppliers. Therefore, Merenda must state that all products served **MAY CONTAIN TRACES OF NUTS OR NUT PRODUCTS**. With regards to any other food allergies, menu substitutions are not available.
8. Conditions: Due to unforeseen circumstances, the menu may vary without notice. In the event that meals may not be delivered by Merenda due to circumstances beyond their control, such as fire, interruption of essential services, snow storms or school cancellations, credits will be issued starting on the second day of interrupted service. The undelivered meals will be donated to a regional charitable organization in the name of the children.

Any further information will be posted via your Mozaik account. For any technical issues, please contact Merenda directly. [School Catering: Register | Merenda \(traiteurmerenda.com\)](https://www.traiteurmerenda.com)

Please note: The link to the web address does not work on Internet Explorer. It is fully operational with Google Chrome, Firefox, Safari, MS Edge, etc.



**Healthy foods, fresh air and physical activity at lunch hour help students have a productive afternoon in the classroom!**