

# 2020-2021 HANDBOOK

## B.A.S.E. DAYCARE SERVICES

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### LEONARDO DA VINCI ACADEMY

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Montreal, Quebec

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**Commission scolaire English-Montréal**

**English Montreal School Board**

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## 1. MANDATE

The English Montreal School Board's B.A.S.E. (Before and After School Enriched) Daycare Program is a Quebec government subsidized supervision service offered outside regular class hours for preschool and elementary school children. Its objective is to enhance the lives of children ages 4-to-12 years old by providing them with enriching educational activities.

The B.A.S.E. mandate is fulfilled as follows:

- Provides a welcoming and nurturing environment that ensures the safety and general well-being of the children served;
- Complements and contributes to the achievement of the school's commitment to success plan;
- Promotes a culture of student success by coordinating activities and recreational projects pertaining to the six educational cores: Homework and Snack, Creative Arts, Media Awareness, Physical Activity, Environmental Consciousness and Specialty Programs, such as those tailored for children with special needs. All of these programs contribute to the children's overall development.
- Encourages the development of the children's social skills, such as respect, cooperation and openness to others;
- Offers homework support after school by providing students with an appropriate place in which to work and the time and materials they require;
- Builds a professional learning community that contributes to early childhood education and care by enhancing the competencies of the daycare staff through continual professional development and mentoring programs.

## 2. THE SIX B.A.S.E. EDUCATIONAL CORES

The B.A.S.E. Daycare Program forms partnerships with universities, organizations and professional companies to offer a full range of enriching activities to students at no additional cost to parents. These activities can take place during all daycare periods—morning, lunch and after-school—and are usually offered through three sessions of eight to 10 weeks. **These specialized activities vary from daycare to daycare and complement what the daycare educators are already facilitating with their group of students.**

### **EXTRACURRICULAR ACTIVITIES DURING COVID-19:**

All extracurricular activities offered by external partners and professional companies are cancelled until further notice. Daycare educators will animate all activities.

## The Six B.A.S.E. Educational Cores:

### Homework and Snack Educational Core

The Homework and Snack Educational Core is offered every day of the school year. Children are provided with a nutritious snack and a 45-minute to one-hour homework period in a quiet area. Homework support does not relieve parents of their responsibility to make sure that their child has completed his or her homework.

### Creative Arts Educational Core

The Creative Arts Educational Core offers activities focusing on self-expression and providing opportunities for creative fulfillment and personal successes.

**Programs include:** Drawing Skills, Animation, Storybook Creation, Comic Book Design, Drama and Theatre, Puppetry, Glee Club, Song Writing and Printmaking

### Physical Activities Educational Core

The Physical Activities Educational Core gets students moving, learning and having fun in a non-competitive environment. It promotes good health and improves fitness levels.

**Programs include:** Fitness, Dance, Yoga, Soccer, Tennis, Basketball and Multi-Sport Program

### Media Awareness Educational Core

The Media Awareness Educational Core helps children become critical producers and consumers of media.

**Programs include:** Digital Storybooks, Photography, Photojournalism, Newspaper Club, Radio Journalism, Television Journalism and Documentary Film

### Environmental Consciousness Educational Core

The Environmental Consciousness Educational Core fosters awareness of the roles students play in the natural environment and caring for the planet.

**Programs include:** Green Awareness Club, Garden Club, Composting, Garden to Plate and Slow Food Cooking

### Specialty Programs Educational Core

The Specialty Programs Educational Core develops students' social, communication and life skills. It also caters to students with special needs.

**Programs include:** Play it Fair!, Budding Scientist, Build Your Own Board Game, Robotics, STEAM, Therapeutic Horseback Riding Program and Adapted Tennis Program

### 3. RULES OF CONDUCT

The Rules of Conduct of every daycare are subject to the same policies and procedures as the school, on regular school days as well as on pedagogical days. These school rules are provided in the student's agenda.

### 4. REGISTRATION

A Daycare Registration Form must be completed, signed, dated and returned to the daycare for **each** child being registered in daycare.

#### A. CHANGES TO REGISTRATION

Parents who wish to make **any change** in their child's status throughout the school year **must complete a NEW** Daycare Registration Form (signed and dated) indicating the change of schedule.

**In addition, parents must provide daycare staff with a minimum of five (5) days notice if changes to the child's status or file need to be made.**

In order for daycares to receive government funding, regular students must be registered and attending daycare by September 30<sup>th</sup>, for a minimum of three (3) days a week and a minimum of two (2) blocks per day.

#### B. POLICY FOR PEDAGOGICAL DAY OUTINGS

In order for a child to attend a pedagogical day, the daycare must receive a **signed Authorization Form** from the parent before the indicated deadline. **If a child is registered for a pedagogical day and is absent, fees are not refundable. Refunds are only made if school is advised a minimum of 48 hours prior.** Any misbehaviour on a pedagogical day will result in the student not being permitted to attend the next/or any future pedagogical days.

No additional registrations can be made the day of a pedagogical day. Furthermore, there is no regular transportation provided on pedagogical days.

#### **PEDAGOGICAL DAYS DURING COVID-19**

1. There will be no outings scheduled nor will there be any external activity providers animating the children on pedagogical days. Daycare educators will animate all pedagogical days.
2. Only children with a **REGULAR** status registered in daycare will be allowed to attend pedagogical days in order to respect the school and daycare subgroups (bubbles).
3. This year because of the pandemic, students who do not regularly attend daycare (must attend 3 days or more regularly) will not be permitted to register for a ped day. The reasoning for this is that we cannot regroup our daycare groups and add new students to the existing daycare bubbles.

## 5. DAYCARE SERVICES SCHEDULE

Daycare Services are available from Monday, August 31, 2020 to Wednesday, June 23, 2021 on school days and pedagogical days. Daycare Services are not available on Statutory Holidays and during March Break.

### A. DAYCARE SERVICES HOURS:

- Morning Period: 7:00 am - 8:50 am
- Lunch Period: 11:55 am -12:55 am(Gr.1-6)  
11:37 am-12:55 pm (Pre-K & Kdg)
- Afterschool Period: 3:45 pm - 6:00 pm

## 6. FEE STRUCTURE

The Daycare fee structure is based on the student's status in the daycare. A student's status is designated as Regular or Sporadic. See tables below.

<i>A. REGULAR STATUS</i>	
<b>DEFINITION:</b> A regular student is one who is registered and attending daycare for a minimum of 3 days a week and a minimum of 2 periods per day (partial or full).	
<b>Fees:</b>	Regular school day: \$8.50 for a total of 5 hours Pedagogical day: \$9.00 for a total of 10 hours (additional fees may apply).
<b>Lunch Fees:</b>	5 days/week: Lunch fees are <u>included</u> in the \$8.50/day for a regular student attending for 5 days.
	4 days/week: Lunch fees are <u>included</u> in the \$8.50/day for a regular student attending for 4 days. If the student attends only at lunchtime on the 5 <sup>th</sup> day, then <u>lunch fees must be paid for the 5<sup>th</sup> day.</u>
	3 days/week: Lunch fees are <u>included</u> in the \$8.50/day for a regular student attending for 3 days. If the student attends only at lunchtime on the 4 <sup>th</sup> and 5 <sup>th</sup> days, then <u>lunch fees must be paid for the 4<sup>th</sup> and 5<sup>th</sup> days.</u>
<b>Tax Statements:</b>	Federal income tax statements are issued for regular school days and pedagogical days.

### *B. SPORADIC STATUS*

**DEFINITION:** A sporadic student is one who is registered and attends daycare less than 3 days per week and/or less than 2 periods per day. This includes coded sporadic students who attend the lunch period only.

<b>Fees:</b>	<p>Regular school day: Fees are based on the blocks/periods of time the student attends:</p> <p>Morning Period: \$8.50/day          Afternoon Period: \$11.00/day          Morning + Afternoon: \$11.00/day</p> <p>Pedagogical day: \$9.00 (additional fees may apply)</p> <p><b>*If absent on the day of the activity, fees are NOT refundable.</b></p>
<b>Lunch Fees:</b>	Lunch fees are not included in the sporadic status.
<b>Tax Statements:</b>	Federal and provincial tax statements are issued for regular and pedagogical days.

### *C. GUIDELINES*

- There is no family rate.
- Daily absences and absences due to vacation are not refundable.
- Absences deemed refundable are those for surgeries and absences more than five (5) consecutive days with a medical note.
- There are no administrative fees or registration fees.
- There is a late pick-up fee of \$1.25 / minute per family after 6:00 p.m.

#### **ABSENCES DUE TO COVID-19**

Students who are asked to self-isolate (quarantine) by the school and as directed by the **PUBLIC HEALTH AUTHORITIES** due to a case of COVID-19, will be credited for the time they are not in school.

## 7. PAYMENT

### A. MODES OF PAYMENT

A statement of account will be provided each month to all registered students. **Payment must be made by the 15<sup>th</sup> of each month for the service rendered during the previous month.** The methods of payment that can be used are **cheques and online.** Cheques are payable to Leonardo Da Vinci Academy Daycare. If you choose to pay your daycare fees online, please inquire about the procedure with the daycare technician.

### B. LATE PAYMENTS

Late payments are unacceptable. The daycare technician will write a letter to the individual concerned. The individual will have a maximum of five (5) days to respond. If the individual fails to respond within five (5) days, the principal and daycare technician will schedule a meeting with him/her to discuss the outstanding debt and make arrangements for payment. Failure to respect the arrangement will result in suspension of daycare services. Once the account has been settled, daycare services will resume.

### C. REFUND POLICIES

Refunds will be applied for students who are absent more than five (5) consecutive days due to illness **with a medical note.**

### D. TAX RECEIPTS

At the end of February, the daycare will send tax receipts for the fiscal year to the main payer of the daycare fees. The Social Insurance Number (SIN) of each payer is required upon registration. If a parent refuses to provide a SIN, a waiver must be signed and they will not receive a tax receipt.

## 8. SAFETY & SECURITY

### A. RATIO

Children are supervised at a 1 to 20 ratio.

### B. ABSENCES

It is the parent's responsibility to report absences and/or any changes to the child's daily routine according to school procedures.

### C. CLOTHING

Children should be sent to school dressed in proper attire as per the school agenda. When the weather permits, the children will go outside to play. Parents are asked to ensure that their child is suitably dressed for outdoor play so that the child can participate in all activities.



#### *D. PERSONAL BELONGINGS*

Children are not allowed to bring games, books, dolls or toys to school. The school is not responsible for personal items that become lost or broken.

#### *E. DROP-OFF & AFTERNOON PICK-UP PROCEDURE*

- It is the responsibility of the parent to ensure that his or her child enters via the **daycare entrance in the morning** when being dropped off. The drop off street is Andre-Dumas.
- Please use the same daycare entrance for afternoon pick-up as you do for morning drop-off. **Parents are not be permitted to walk past the daycare entrance for security reasons.** A daycare educator will call your child and he/she will be reminded to bring down all his/her belongings. He/she will not be permitted to go back upstairs to pick up any forgotten item.

#### **DAYCARE DROP OFF OR PICK UP DURING COVID-19**

Parents will not be allowed into the building to drop off or pick up their child. You will be required to wait outdoors. Your co-operation and understanding is greatly appreciated

- Students are not allowed to leave the daycare alone, with a friend or another adult without written parental consent. If your child is to walk home at any given time, parents must send written authorization to the daycare. **(The parent must sign the note. The note must state the date that the child is permitted to walk home and that the daycare is not responsible for the child once he/she leaves the building).**
- Parents can pick up their child/ren any time before 6:00 pm. However, once the parent has presented himself/herself at the daycare to pick up the child, the child will be dismissed at that time.
- If the student is an occasional walker, then it must be indicated on his/her Daycare Registration Form.
- Due to the number of students in the daycare and for safety reasons, we will not accept telephone calls requesting that children get ready and be sent home by themselves if it's not indicated on the Daycare Registration Form.
- If a parent is unable to pick up their child, the parent must advise the daycare and provide the name of the person responsible for picking up the child as specified on the Daycare Registration Form.

## *F. EMERGENCY CLOSURE*

In the event of an emergency and the school needs to evacuate, the students will be brought to:

- Missione Maria Ausiliatrice Church 8550 Joliot Curie (514) 648-9424

### **Weather-related closure:**

When the English Montreal School Board deems it necessary to close schools due to inclement weather, announcements concerning school closings and the cancellation of bus transportation are given on the following radio and television stations: 88.5 FM, 940 News, 95.1 FM, CBC Radio, CBC TV, CTV, CFMB, CHOM, CIEL FM, CJAD, CKAC.73, CKGM, CKMF, CKOI FM, GLOBAL, Info 690, Virgin Radio 95.9, The Beat 92.5, Radio Canada, RDI, Rythme FM 105.7, TVA.

## **9. HEALTH**

### *A. NUTRITION*

Daycare students are provided with a nutritious snack every day after school as per the EMSB Nutrition Policy. If your child has any allergies, please provide them with a snack from home. We cannot guarantee that the snacks purchased are nut free.

### *B. ALLERGIES*

Allergies or other health problems must be clearly identified by parents on the Daycare Registration Form. Please ensure that the school is provided with an Epi-Pen, if needed. If your child develops an allergy during the school year, the daycare staff must be notified immediately.

### *C. ILLNESS*

We cannot accept students at the daycare who show symptoms such as vomiting, fever or diarrhea. If such a situation arises, we will immediately call the parent to come pick-up their child without delay.

#### **ILLNESS DURING COVID-19**

Given the exceptional circumstances in which we are living, we must collectively do our part to reduce the risk of COVID-19 transmission in our schools and centers. As such, Public Health Authorities ask that parents monitor their children's symptoms each morning before they leave for school. In order to ensure a safe learning environment for all, your commitment to evaluate your child's health on a daily basis is important.

#### *D. MEDICATION*

Administering medication to children is a parental responsibility. In order for daycare staff to administer medication, the following must be respected:

- A doctor must prescribe the medication. Under no circumstances will non-prescriptive medication be administered.
- The container must have a legible prescription containing all pertinent information.
- An *Authorization to Administer Medication* form needs to be dated and signed by a parent or guardian at the school level. The Medical Form must be submitted with the medication.
- Parents must inform the main office before their child enters the school premises that the above procedure has been followed.

#### *E. INJURIES AND EMERGENCIES*

It is inevitable that children will have accidents, but with supervision and preventative measures in place, our daycare will make every effort possible to avoid injury.

#### **Procedures for notifying parents are as follows:**

- Head injuries: If a child hits his/her head, however minor it might be, the child's parent will be notified by telephone.
- Head Lice: As per school policy, the child will be sent home so that a treatment can be administered. He/she will be permitted to return once all the lice and nits have been removed.

If there is a medical emergency or a serious accident, daycare staff will take the necessary measures (administer an EpiPen, call 911, give First Aid). Daycare staff will inform the parent at the earliest possible moment. If transport by ambulance is necessary, the parents will incur the fees.

## PARENT AGREEMENT FORM

2020-2021

- ✓ I have received a copy of the 2020-2021 Leonardo Da Vinci Academy B.A.S.E. Daycare Handbook.
- ✓ I have read the regulations, rules and procedures regarding the use of the B.A.S.E. Daycare at Leonardo Da Vinci Academy Daycare.
- ✓ I agree to abide by the regulations, rules and procedures in all respects.
- ✓ I have discussed the regulations, rules and procedures with my child(ren).

**Name of Child(ren) and Grade:**

Name of Child(ren)	Grade

**Signature of Parent(s):**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Kindly return this signed agreement to the Leonardo Da Vinci Academy B.A.S.E. Daycare.**