



WHAT TO DO????

In order to register you must complete, sign
and RETURN the following:

In the envelope, do you have?

- Registration forms completed and signed
- Health Form
- All students must be registered prior to August 25 to have daycare for the first week of school.

**There will be no registration between
August 27 and September 3, 2019.**

Please return as soon as possible to
**Twin Oaks Elementary School
Daycare Service**

Thank you.



May 2019

Dear Parent(s)/Guardian(s),

Thank you for registering your child at the Twin Oaks Elementary School MEESR daycare. We are looking forward to a promising school year.

Please read this handbook and take note of the fees required by the Ministry's standards to benefit from the MEESR subsidies. Also, pay particular attention to the section defining "Regular Users".

In order to continually improve the quality of our services, Twin Oaks Daycare welcomes your comments and ideas.

You may contact Daycare for further information.

Once again, we are looking forward to a promising experience at Twin Oaks Elementary School Daycare.

Sincerely,
Twin Oaks Daycare



Occasional Daycare Users:

An occasional daycare user attends daycare for a maximum of two days per week, on an occasional basis. **The fees are payable the day the child attends. The request has to be forwarded by e-mail to the daycare technician at least 48 hours before the requested date.**

FEES FOR OCCASIONAL

USERS:

\$16.35 per child/day

The lunch fees paid to the school before September 30 will not be refunded to a parent registering their child to daycare after that date.

Our mission:

Along with the goals, beliefs and objectives of our school, the daycare will give children from kindergarten to grade six the proper care and tools to begin and end their day in a positive way. Age appropriate and stimulating activities will be integrated in our program to give each child maximum care.

On regular days:

Twin Oaks Elementary School operates a daycare service from 7:00 A.M. to 8:50 A.M and from 4:00 P.M. to 6:00 P.M. (The daycare doors open at 4:00 P.M to allow the buses to leave and ensure that all the students are accounted for).

Pedagogical Days:

- The hours are from 7:00 A.M to 6:00 P.M. or as indicated on the pedagogical sheet for that day.
- There will be no regular school bus nor cafeteria service on these days.
- An activity is planned for every pedagogical day, whether the children remain in school or not. These may include outings or activities conducted at the school by outside companies or our very own educators.



- As Ped. days require a great deal of planning and organization, we ask you for your support in carefully discussing, with your child, some simple rules and regulations sent with the registration forms for these activities.
- For Ped. day field trips, seats on buses are limited and registrations will be on a first come, first serve basis. Please be prompt in returning the registration forms sent home for these events before the deadline indicated.
- Please be advised that registrations will not be accepted on the mornings of the field trips, after the deadline or if daycare fees are not paid.
- Ped.days are **non**-refundable. The base fee for these days is \$ 16.35 + transportation and/or activity fees where applicable.

Definition of Regular and Occasional Users

Regular Daycare User:

A regular daycare user attends daycare at least 2 of the 3 periods offered; AM daycare before classes begin, lunch hour supervision and PM daycare after school for a minimum of three days per week.

NOTE: If the child ceases to attend as mentioned above, he/she will no longer be considered a regular daycare user.

The fee for a regular daycare user is \$ 8.35 per day. This fee remains the same if the child is absent or attends AM or PM only. Hence, if a child is registered for five days per week that child must pay for five days even if she/he is absent for some of those days.

FEES FOR REGULAR DAYCARE USERS:

\$ 8.35 per child/day

Any changes to the schedule requires a two week written notice. No verbal notice will be accepted.



If a child is no longer a regular daycare user, the portion of the remaining lunch fees will be charged.

Activities in Daycare:

- In the mornings, the children have free play in the gym until 8:00am, then will start activities from 8:00 to 8:50am in the daycare classrooms.
- Organized games; science, art, gym, cooking and free play are provided.
- The daycare has access to the gym, library, playground and daycare classrooms.

Breakfast and snacks:

- Students may eat breakfast provided by the parents from 7:00 to 8:00 in the daycare office. Only ready-to-serve breakfast will be allowed.
- It is up to the parent to prepare a healthy lunch as well.
- Unfortunately, we cannot microwave any food.
- Due to great amount of allergies, we ask you not to send any food that contains peanuts or nuts. (PEANUT and NUT FREE SCHOOL)

Payments:

- T.O.E.S daycare does not accept cheques. Only online payments or cash are accepted. Payments are due 1 week before the end of the month to allow 3-5 business days for our system to process payments. Your new invoice for the following month will be sent out the 1st of each month.
- **Families who have shared custody must make sure that the payment from each parent equals the total amount of the daycare fees.** In addition, a calendar with a clear schedule of the child's attendance must be provided for each month.
- If a parent does not pay, the daycare reserves the right to withdraw services. If there is an outstanding balance, registration for pedagogical days will be refused.

status on the Sir Wilfrid Laurier School Board website.

Health Forms:

- A health form must be completed for every registered child. An authorization form must be completed for the administration of medication if needed. Please ensure that the medication is clearly labelled with your child's name, the doctor and provided by a recognized pharmacy.

Responsibility:

- **The daycare will not be responsible for lost or stolen personal belongings therefore please avoid bringing valuable items to school.**
- No students will be allowed in the classroom or to their locker after school hours. **Attendance:**
- The daycare educator will take attendance every day. Fees will be applied accordingly. Please note that there is no discount for a reduced attendance time.

Emergency Closures:

- The daycare may close in case of power failure or heating problems. Should this occur, the parents will be contacted immediately in order to pick up their child. Should the school announce an emergency closure or a snow day, the daycare will also be closed if specified. Parents can verify the

Late Pick-Ups:

- School and daycare can make a long day for all children, regardless of age. It is strongly recommended for the adult who is picking up the child to be on time. However, if a late pick-up should occur, the fee is **\$ 1.00 per minute for each child.**
- The late fees must be paid in cash to the educator when being picked up or online with your monthly invoice. The fees will be added to the invoice. The adult will be requested to sign a late slip confirming the date and time of pick-up.

If parents do not respected the pick-up time, daycare services could be suspended.



Tax Receipts:

- Tax receipts will be issued in February for every registered child in daycare. The tax receipt will cover the fees paid by parents from January to December of the previous year.

Address Changes:

- Please inform the school and daycare of any telephone / cellular/ emergency number changes. As well as new home address and postal code.

Information Billboard:

There will be a bulletin board with information for parents to view such as upcoming events, monthly calendar and important messages.

Homework:

- There will be a homework/study period of 30 minutes every day after school from Monday to Thursday. Daycare educators will assist students during homework time if needed however, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

Complaints and Comments:

Should you have any complaints, concerns or comments, please forward them in writing to the Daycare Technician. These will remain strictly confidential and will be addressed without delay.

Spring Break:

- The daycare will be closed during spring break.

Holidays:

- The daycare will be closed for the legal statutory days Ex.: Labour Day, Thanksgiving, Easter etc...
- The daycare will also be closed for two weeks at Christmas.

Parental Obligations and transportation:

- Only parents and guardians are permitted to pick up their children from daycare. If this is not possible, parents must inform the daycare technician in writing or by e-mail.
- Parents or guardians must drop and pick up the child inside the daycare and report to the front desk. In case of separation or divorce, the daycare reserves the right to ask for a copy of the judgment concerning the legal guardianship of the child. This is the policy to ensure the child's safety.
- **A sign-in/sign-out sheet will be posted for parents to sign every day. This is a security measure and will be checked on a daily basis.**
- If there is any doubt, on part of the daycare staff, that the adult picking up the child is intoxicated, the daycare educator will propose an alternative solution by demanding that someone else pick up the child. If the adult refuses, a call to 911 will be made.
- If there is any changes on daycare attendance scheduled, parents must advise the daycare technician at least 48 hrs in advance by e-mail or with a written note. There is no changes from daycare to pick-up or bus

- If the parents wish to cease daycare services for their child, a letter of two weeks' notice with the ending date must be given to the daycare technician. (Daycare and school are two different entities).
- *The Sir Wilfrid Laurier Transportation Policy states that;*

3.6.1.3 Students attending MEESR in-school daycare service on a part-time basis can benefit from transportation services when daycare services are not required provided that **the parent provides a letter outlining the student's schedule and that the schedule is regular (ex: the student will be on the bus Monday, Tuesday, Wednesday and in daycare/parent pick-up on Thursday, Friday.**

These special arrangements can be made prior to the beginning of the school year. The arrangements can be changed **twice during the school year**. Once at the Christmas break to begin after the break and again at the spring break to begin after the spring break. Sporadic alternating of daycare/transportation service will only be permitted in an emergency situation and if deemed necessary by the school principal.