

# Hillcrest Academy Daycare

## Payments

Daycare payments are due as they appear on the calendar that will be provided at the start of the school year. You may pay cash, Debit, or make online payments by the **1<sup>st</sup> of each month**.

**Should the previous month's payment not be received in full, parents will be required to settle the outstanding account prior to sending their child back to Daycare. Parents with outstanding balances will not be able to register their child for Ped Day activities or Daycare for the following year.**

Tax receipts will be issued in February to the parent who makes the payment.

**Late Fees: \$5.00 for every 10 min**

## Sign In/Sign Out

Parents are expected to come in with their child(ren) and sign them in each morning; as well they are expected to sign them out in the afternoon.

Please refrain from using your cell phone when dropping off or picking up your child(ren) as they require your full attention at these key transition times.

## HopHop App

This is an easy mobile app that connects Daycare to parents. By using this app, you will inform Daycare of your time of arrival and who will be picking up your child, ensuring a safer dismissal. Thus, your child(ren) will be ready and waiting for you.

## Emergency Closures

If the school board should announce a closure, the incimate policy will apply. The announcements will be posted on the School Board's website, FB page, as well as on the radio. There is an SWLSB application also available.



## Sir Wilfrid Laurier School Board

**235 Montée Lesage  
Rosemère, Québec  
J7A 4Y6**

**Phone: 450-621-5600  
Fax: 450-621-7921**



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

265 Bladen,

Laval, QC

H7W 4J8



## Operating Hours:

**AM: 7:00 am – 8:45 am**

**PM: 3:45 pm – 6:00 pm**

**Ped. Days: 7:00 am – 6:00 pm**

**Natasha T. De Bonis  
Daycare Technician**

**Email:**

**[nturgeondebonis@swlauriersb.qc.ca](mailto:nturgeondebonis@swlauriersb.qc.ca)**

**Tel.: 450-688-3002 ext. 3**

# Daycare Information

Welcome to Hillcrest Academy Daycare, which is a MEES subsidized Daycare service, therefore the MEES fees are in effect. There is a **\$15.00 annual fee** required per child each year when registering for regular or sporadic use. Your child(ren) must be registered and attending by September 30, in order to benefit from the MEES allocations.



## Philosophy and Goals

- To ensure the safety and well-being of the child
- To provide physical, art and recreational activities that contribute to the child's overall development
- To help and encourage social skills such as cooperation and respect
- To provide each child with a safe, fun and relaxing Daycare environment

Along with the philosophies and goals of our school, the Daycare staff will give your child(ren) the care and tools to begin and end his/her day in a positive way.

## Bussing

**Bussing is not available to students who attend Daycare 5 full days a week (AM&PM).** For all other students, schedules must be pre-determined for bussing throughout the school year. **NO CHANGES WILL BE ACCEPTED**

## Regular Daycare Users

*A regular Daycare user attends Daycare at least 3 days a week. The fee for a regular user is \$8.20 per day per child. **The payer is expected to pay for the number of days for which their child has been registered; there will be no reimbursement for days absent.***

Regular 5 day users do not pay lunch supervision fees.

Regular 4 day users pay 20% of lunch supervision fees.

Regular 3 day users pay 40% of lunch supervision fees.

If at any time during the school year you no longer need Daycare services, you will be responsible to pay supervision for the remainder of the year.

### Homework:

There will be a 30-minute homework/study period every day from Monday to Thursday for Grades 1-6. However, homework completion, follow-up and agenda signatures remain the responsibility of the parents.

### Breakfast and Snacks:

It is up to the parents to provide a healthy lunch as well fruit and healthy snacks for after school.

### Attendance:

The Daycare educators will take attendance every day.

If there are any changes on scheduled Daycare attendance, **parents must advise** the **Daycare Technician** by e-mail or with a written note.



**(Daycare and School are 2 different entities)**

**Any changes to the schedule requires a 2-week written notice.** Without a written notice, you will be responsible for the next **2 weeks of service.**

## Sporadic Daycare Users

A Sporadic registered user attends daycare 2 day or less. The fee for an sporadic user is **\$12.50 per day** whether they attend morning, afternoon or both. **These fees must be paid the day the child attends.** The request must be forwarded by e-mail to the Daycare Technician 48 hours in advance.

## Pedagogical days

The hours are from **7:00AM - 6:00PM.**

There will be no school bus services on these days.

A planned activity for each Ped Day may be spent in school or out on a field trip.

The base fee is **\$16.20** plus an *activity fee.* **These fees are not refundable.**

An invitation letter will be e-mailed to parents 2 weeks prior to the date and must be returned signed, with payment 1 week prior to the date. **Registration will not be accepted on the morning of the activity.** For Ped Day field trips, spaces on the bus are limited, therefore registration will be on a first come first served basis. Children must have a pair of shoes for Daycare as they will not be permitted to go to their classes to get their shoes. Outdoor shoes are permitted in Daycare.

