



# ACADÉMIE HILLCREST ACADEMY

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COMMISSION SCOLAIRE SIR WILFRID LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

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## **MELS DAYCARE: 2017- 2018** **PARENT INFORMATION PAMPHLET**

*Daycare Technician – Patricia Lyng (450) 688-3002 x 3*

*plyng@swlauriersb.qc.ca*

*Hillcrest Academy offers a Quebec government (MELS) sponsored Daycare program for the school year 2017 - 2018. This daycare service, is approved by the Hillcrest Academy Governing Board, it is managed by a daycare coordinator and under the supervision of the school administration. In order that the whole range of daycare activities be implemented as smoothly as possible and to ensure the safety and general well-being of everyone involved, please take the time to read this information pamphlet thoroughly.*

### **Hours of Operation**

- **Before school session:** From 7 a.m. until the start of the school day.
- **Lunch session:** During the school lunch hour period.
- **After school session:** From the end of the school day until 6:00 p.m.

*Children are to be picked up no later than 6:00 p.m.*

*\*If picked up after this time, **on repeated occurrences**, it will be reported to the school principal.\**

### **Terms and Conditions of Payment**

*A regular user means those who commit to registering a child at least three days per week, will be charged an amount of \$ 8.15 per day. Children attending daycare five days per week do not pay the portion of the school fees allocated to lunch hour supervision. Part time, regular users pay only a percentage of the lunch supervision fees.*

*Your child attends 3 days will pay 40% lunch supervision fees for the school year.*

*.....4 days will pay 20 % .....*

*Sporadic users: those registered for less than three days per week, will be charged an amount of \$11.00 per day.*

*There is no drop off service. All students attending daycare must be registered and reserve in advance.*

*Pedagogical days are \$16.15 /day. Ped. day services are for all the Hillcrest Academy students, there may be additional fees for special activities. An email reservation request is required.*

*Daycare statements will be sent by email **bi-weekly**.*

*Payments are requested to be paid by creating a payé from your internet banking.*

*Name of Account: **Sir Wilfrid Laurier Service Garde**.*

*Account number is above the parent's name that is paying; **SG..... (Do not enter the space)**.*

*Federal tax receipts for daycare services are issued at the end of February.*

***Note: Unpaid fees will automatically cancel daycare services.***

### **Pedagogical Days**

*On pedagogical days, the daycare will operate all day, using the same starting and finishing hours.*

### **Daycare closings**

*The daycare is closed on legal holidays. If for some reason beyond our control the school has to be closed, such as inclement weather, the daycare automatically closes as well. Look up school closure on our school board web site.*

### **Arrival/Departure**

- *Circulating in the school after hours will not be permitted.*
- *As we have your child's best interests at heart, a child cannot leave the daycare alone without written authorization.*
- *Parents are required to provide the names of the authorized persons that will be picking up their child(ren).*

### **Rules of Social Behaviour**

*The Hillcrest Academy Behaviour Code (which is written in the Student Agenda) applies also to students attending daycare. The behaviour code is based on a fundamental respect for people and property and aims to make for a cleaner, safer, happier school environment. Parents will be informed of any behavioural problems concerning their child.*

- *The daycare reserves the right to suspend services if any problem persists.*

### **Meals and Snacks**

*The maximum contribution of \$8.15 **these fees** do not cover the cost of food. Parents are responsible for providing their child with lunch and snacks. Snacks should respect our nut free policy.*

### **Health and Safety Measures**

*Whenever a child shows signs of illness (fever, chills, vomiting, etc.) the parents are required to keep their child at home or pick him or her up as soon as possible from the daycare. Parents must **always** inform the daycare when their child will be absent.*

*Daycare staff members have all completed a general first aid course. Daycare staff members have access to the list of emergency numbers, please be sure to report any changes in emergency numbers to the daycare co-ordinator.*

### **Homework Period**

*One of the objectives of school daycare services is to offer homework support after school by providing students with an appropriate place in which to work and a set period of time, usually about 30 minutes. If a child does not have any homework, he/she will be required to read for at least 15 minutes. **Assistance will be offered however, homework completion, follow-up and agenda signatures remain the responsibility of the students and their parents.***

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