



FOR FUN,



Ayer's Cliff Elementary School

École Primaire Ayer's Cliff

952, rue Sanborn

Ayer's Cliff, (Québec)

J0B-1C0

(819) 838-4983 School

Email: bonina@etsb.qc.ca

Internal Rules and Regulations

All of the ACES Safety and Code of Conduct Rules apply to Daycare

Opening Hours

The daycare will be open from: 6:50 AM to 7:55 AM
11:45 AM to 12:35 PM
2:40 PM to 5:15 PM on school days
7:00 AM to 5:00 PM on planning/Ped days

This service is open to all children from pre-kindergarten to grade 6. Parents must advise the daycare of any changes on their registration form (address, registration days, health of children...)

Our **daycare** is **open every school day** from **Aug. 29th, 2024 to June 23rd, 2025** and **planning days** from **Sept. 20th, 2024 to June 6th, 2025**

Regular Students

Note that if your child is registered in daycare as a "regular" student (attending daycare 3 days/week or more), you are responsible for paying the days your child is registered, whether he/she is in attendance or not. These guidelines are prescribed by the Ministry of Education. Thank you for your understanding.

- \$9.45/day per child
- Pedagogical Days: \$15.60/day + Activity Fee. Activity fees will vary depending on the activities provided. Outings and special guests may require increased activity fees (ex: O-Volt, apple picking, guest speakers, etc.).
- Daycare fees are subject to change as per government rates.

***Sporadic Status: for Morning Period 3.30 OR \$9.45 for the whole day**

Anyone arriving after 5:15 pm on regular days (5:00 pm on ped days) or before 6:50 am will have to pay a \$8.35 fee per 15 minutes block.

Invoicing

To the best of our abilities, invoices will be sent out every two weeks via email. Should you require a paper copy, please email your request to: bonina@etsb.qc.ca.

Methods of Payment

- Fees are to be paid by cash or cheque to A.C.E.S. or on-line.
- Invoices will be sent every two weeks unless we deem a weekly payment more

suitable depending on past payment history.

Payments must be made by the due date.

If payments are not met, steps will be taken as follows:

- a written notice will be issued **(after one week)**
- another written notice will be issued **(after two weeks)**
- a final written notice and suspension from daycare services until total payment is received **(after three weeks)**.

Parental Responsibilities

- When parents pick up their child, they must advise the educator.
- **No child will be allowed to leave with any person who is not on the registration form unless the daycare has been otherwise notified in writing. These people could be asked for identification until they become familiar to the educator.**
- For safety reasons, shoes are obligatory in the daycare. A pair of sneakers for the gym is essential. Your child must have suitable footwear accessible to them, in order to participate in gym activities during daycare time.
- The children play outside almost every day. Please have your child dressed appropriately (gloves, mitts, hats, snow pants, etc.).

Daycare Attendance, changes to registration or daily attendance

Any changes to daily attendance (being picked up, taking the bus, leaving early) must be done in writing to the school secretary before 1pm. Otherwise we can not guarantee that the message will be received in time. Ms Angie may be reached at bonina@etsb.qc.ca

Code of Conduct

The school's Code of Conduct applies to the daycare.

Attending daycare is a privilege. The ACES Student Code of Conduct applies to daycare as well. Respect is the foundation of our school and we expect all children to adhere to these guidelines. Inability to do so will result in the removal from daycare services. A three-strike system will be in place. Parents will be informed in writing after each incident and will receive an official letter on the 3rd offense from the school principal. The child will be removed from daycare for a week. Return to daycare will require both parent and child to meet with the daycare educator to review acceptable behaviour moving forward.

Daycare Door

Parents are asked to always ring the bell at the main entrance during daycare hours. Your child will be sent to you once ready.

Correspondence

All daycare correspondence for regular attending students will be sent by email. Paper copies are available upon request.

Child Daycare Schedule

It is important for you to contact the school daycare if there is going to be a **permanent** change in your child's daycare schedule. This information must be **WRITTEN on the appropriate form at the office.** If, on occasion, you would like your child to take the bus or be picked up on a day that they usually attend daycare, you must advise the school office by 1pm on that day.

Child's Illness

Ill children are not permitted at daycare due to the danger of spreading the illness. If children feel ill or are running a fever, the daycare will call parents and you must pick up your child immediately.

Planning Days

A registration form will be posted on the daycare Facebook page prior to each planning day. A written response will be expected by the due date set to 10 days prior to the planning day, at which time, if we reach a minimum of 15 registrations, the day will be held as scheduled. If not, the daycare will not open on that day.

It is important to reserve your place before the date indicated on the reservation sheet. If the day is confirmed and you registered your child, you will be billed regardless of his/her absence.

ACES 2024-2025 Ped Days

September 20th: Tropical Olympics
October 18th: Halloween!
November 14th: Science
November 15th: Around the World
December 6th: Christmas!
January 6th: Winter Fun
February 7th: Bubbles
March 10th: Dr. Seuss
March 28th: Cookies! ***
April 17th: Easter Ped Day ***
April 22nd: Pizza Day!
May 16th: Minions ***

June 6th: Beach Party

Homework

Quiet time is allotted upon request, but no guidance for homework is offered.

Information regarding school closures (snow day)

When the school board shuts down, the **DAYCARE is also CLOSED.**

CBC, CIMO radio, CJAD, CHOM, Global T.V, cite Rock détente discloses this information.
School closures will also be posted on the **ETSB** website.

Thank you for your cooperation!

Tracey Harding - Principal

Acknowledgement of Receipt

The information provided on this form is confidential.

I acknowledge that I have read, understood, explained the information to my child/ren and agree to the above conditions of this document. In addition, I agree to allow my child/ren to participate in all daycare activities.

I agree to communicate directly with the responsible person (Mme. Patricia) for all administrative questions.

Signature of Parent: Date:

Please return to the Ayer's cliff elementary office

Name of child(ren) and grade: _____

Parent's signature Child's signature

Child's signature

