

# *Daycare and Lunch Program* *Guidelines*

1. We encourage healthy snacks and lunch. Soft drinks are not permitted.
2. Glass bottles or containers are not allowed due to safety.
3. Respect your supervisor, your classmates and yourself.
4. When involved in a situation where aggression is possible: walk away, cool down and speak to a supervisor.
5. Students are not permitted to return to their classrooms for forgotten items during the recess part of lunch and during before and after school daycare times.
6. Money, toys and Electronic Devices are not allowed.
7. Daycare students must report for attendance before participating in any activities scheduled during Daycare time.
8. The supervisors provide balls and other outdoor items to play with, please respect these items and return them to the correct place.
9. Medication is not permitted unless accompanied by a doctor's prescription, and a completed school medication authorization form.
10. The Daycare and Lunch program follow the same guidelines for inappropriate behavior as outlined by the school.
11. Please note - If a child is well enough to come to school then he/she is well enough to play outside.

The Governing Board may form a Daycare Parent User Committee.

## Daycare Parent User Committee:

- Is formed by the Governing Board upon the request of at least three parents who use this service.
- Is chaired by the Daycare Technician.
- Is an advisory role.
- Provides a forum for Consultations and feedback.
- Transmits suggestions and recommendations to the principal or the Governing Board.
- Is a liaison for all parents who use the daycare service.
- Focuses on the quality of daycare services and may make recommendations in respect to rules of operations, special projects, needed changes or any other aspect of the daycare.
- May contribute to development of innovative projects.
- Will write a year-end-report, and after being reviewed by the principal and the Governing Board will be sent to all parent users.

# Wilder Penfield Lunch Program

16-17



*Coordinator:*

*Trudy Wilkinson*

*Telephone: (514) 626-6607*

# **Lunch Program**

For students who stay only for lunch.

- Our lunch hour is scheduled at **12.15 – 1.15 pm/K lunch ends at 1:33pm.**
- There is one student supervisor for each group.
- A group is a class of students.
- The students typically eat in their classroom at their own desk, with few exceptions.

**Registration:** A registration form must be completed for each child in your family/ household. Once a parent or legal guardian has signed the registration form, this document becomes a legal contract between the Daycare and the parent.

Registration will not be processed for the new school year until all outstanding accounts with the present school or previous schools are paid in full.

There is a choice of three models: full time, four days a week or three days a week. (You must choose the days at registration)

**Cost:** The fee structure is as follows:

## **Lunch Program Module Fee per month**

<b>Full time (5 days a week)</b>	<b>Per child</b>
<b>\$31.00</b>	
<b>Part time (4 days a week)</b>	<b>Per child</b>
<b>\$25.00</b>	
<b>Part time (3 days a week)</b>	<b>Per child</b>
<b>\$19.00</b>	

**Emergency Drop-in fee for Lunch or Daycare is \$10.55 per period.**

**Preferred method of payment in on-line payment. Please make sure to register!**

- Interac Machine payments accepted in the Daycare Room
- Please make cheques payable to: **Wilder Penfield School** Print the child's legal name on the front of the cheques.
- One payment per month must be dated for the 1<sup>st</sup> or 15<sup>th</sup>.

**NSF:** There will be a \$10.00 charge on any cheques returned to us because of insufficient funds.

**Taxes:** Tax receipts will be issued by the end of February to the payer who wrote the cheques or made payment online.

Your receipt will include any fees paid between Jan 1<sup>st</sup> and Dec 31<sup>st</sup> of the appropriate tax year.

## **Changes:**

- We require 2 weeks advanced written notice for any changes or withdrawal in Lunch Program or Daycare. A 10.00 admin fee will be charged after Sept. 30<sup>th</sup>.

## **Food:**

- Parents are encouraged to provide a healthy, balanced lunch for their child.
- For health reasons including food allergies, the sharing of food is not encouraged.
- Since allergic reactions are a concern, we request parents not send their child to school with any products containing peanuts.

## **Personal Items:**

- Children are not permitted to bring money or other personal objects, such as toys and electronics devices to school.
- We are not responsible for any losses should this regulation not be followed.