



Our daycares strive to provide safe, fun and educational environments for your children every day!

Daycare services are available to Kindergarten and Elementary students as a service to parents, subject to the policies and guidelines of the Québec Government's Ministry of Education, Loisir et Sports (MELS), and the New Frontiers School Board.

Please keep in mind that these are guidelines. Daycares may make changes in collaboration with the School Principal and Governing Board to ensure that their service is financially viable and providing the best possible experience for its families.

Visit www.nfsb.qc.ca for a list of our schools with available daycare services.



New Frontiers School Board
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**DAYCARE
SERVICES**

www.nfsb.qc.ca



Services provided by our daycares extend beyond childcare, and promote the educational project of the school, while providing for the development of age-appropriate pro-social skills.

In addition to a mandatory 30 minute homework period, our daycares provide students with many different activities covering everything from sports to arts to culture.

The maximum group size is twenty students per educator.

Some Definitions

Regular Attendance: A student attending daycare service for the noon hour and either before school and/or after school at least three days per week.

Sporadic Attendance: A student attending daycare less than a regular user, but on a regular schedule one or two days a week.

Occasional Attendance: A student who attends less than a sporadic user and does not follow a regular schedule.

Pedagogical “Ped” Day: A professional development day for teachers. No school for students.

Noon Hour Supervision Fees: Students enrolled in the daycare on a regular basis receive an exemption from the *Noon Hour Supervision Fees* charged by the School Board to all other students.



How are Daycares Funded?

Our daycares are funded by the Quebec Government and by fees paid by parents.

Government funding is based on students registered as *Regular* and in attendance by September 30th. This is why students registered as *Sporadic* or *Occasional* are charged a higher fee as no subsidy is provided for these students.

The major cost of school daycares is educator salaries, followed by consumable materials, and activity costs.

School daycares must maintain a balanced budget. The School Principal and Governing Board monitors daycare expenses and fees to ensure that the service remains financially viable.

How to Register

A registration form must be completed and approved by the Principal before services can be provided. A schedule of the days/times you will need daycare services will also need to be provided. If you will be using the *Occasional* service, you are asked to make any request a minimum of 24 hours in advance.

If your child requires medication while at daycare, you will be required to complete the *Authorization to Administer Medication* form and provide the medication in its original prescription container, clearly labeled with your child’s name.

Daycare Costs

Staffing is based on registration. You will be invoiced for every day your child is registered, whether or not they attend on that day.

Regular

You will be charged the daily rate set by the Government of Quebec.

Sporadic & Occasional

\$5⁰⁰/before school
\$10⁰⁰/after school
\$11⁰⁰/after school* *for schools with no before school service

Pedagogical Days

Special activities or field trips often take place on Ped Days. You will be charged the daily rate set by the Government as well as any fees associated with the activity taking place that day.

Payment

Cheques are payable to the *New Frontiers School Board*.

Post-dated cheques are accepted and can be dated monthly, bi-weekly or weekly.

Payment must be made in full by the end of each month.

If you are unable to pay your invoice by the end of the month, we ask that you make payment arrangements with the Daycare Technician or School Principal. Unfortunately your child will lose daycare services if payment is not received and/or arrangements are not made.

Additional Fees

Extended Use

More than five hours on a regular day, ten hours on a Ped Day \$5⁰⁰

Late Pick Up

\$1⁰⁰/minute • minimum \$5⁰⁰

Returned Cheque

\$20⁰⁰ • Only cash, certified cheques or money orders will be accepted for future payments.

Tax Receipts

Students registered as *Regular* will receive a Federal tax receipt. Fees cannot be claimed provincially as the Province subsidizes the service.

Students registered as *Sporadic* or *Occasional* will receive both Federal and Provincial tax receipts as this service is not subsidized at the Provincial level.

If you no longer require daycare or want to change your schedule

Two-weeks’ notice is needed to allow for any adjustments in staffing. You will be asked to complete a *Daycare Withdrawl Form* if needed.

If your child was registered as *Regular* and you no longer require the service or are changing to *Sporadic* or *Occasional*, an adjusted *Noon-Hour Supervision Fee* invoice will be sent to you from the Board covering the remainder of the school year.



Our Daycares will . . .

- . . . be open on regular school days.
- . . . close no earlier than 5:00 p.m.
- . . . offer a noon hour and after school period
- . . . offer services for a maximum of five hours on regular school days and ten hours on Ped Days if open.
- . . . let families know of any changes in schedules

and may . . .

- . . . be open on Ped Days if there sufficient need.
- . . . offer a before school service if there is sufficient need.
- . . . make changes to daycare guidelines at the school level to ensure the daycare is viable and providing the best service possible to the families it serves.