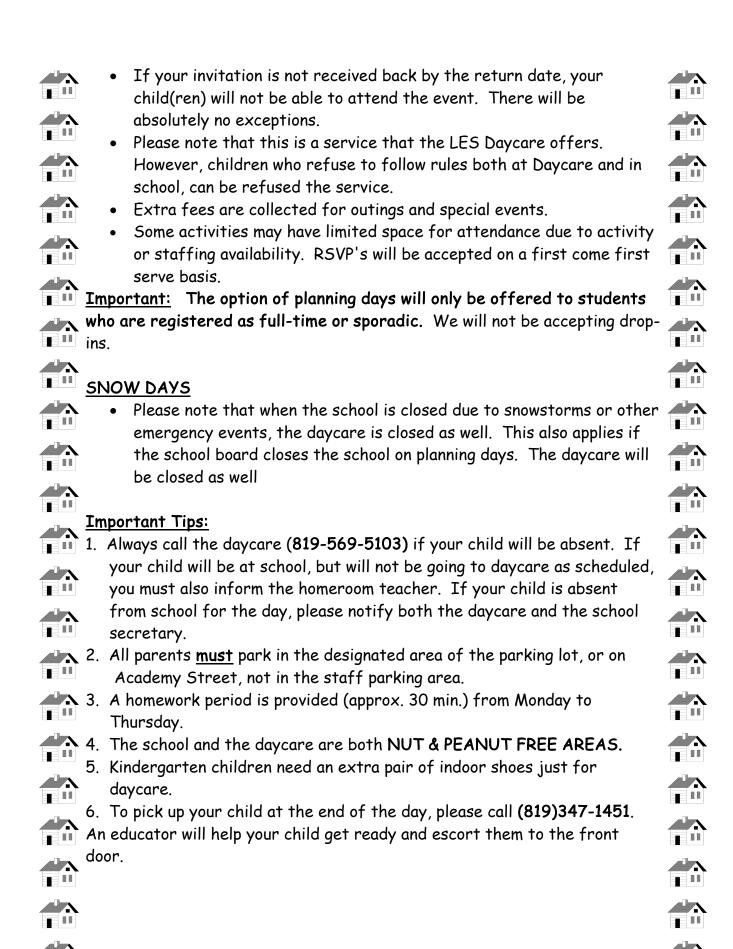
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Daycare Guidelines for 2023-2024	
L.E.S. is happy to be able to offer daycare services to those who wish register their children. Please read the following information and do hesitate to contact us at 819-569-5103 should you have further que	on't
We offer the following services (categorized according to the government definitions as of August, 2004):	
<ul> <li>FULL-TIME:</li> <li>Pre-K, kindergarten, and primary students who are present at care at least two periods a day, 1 to 5 days a week</li> <li>Cost is \$9.20 per child, per day</li> </ul>	day-
• Noon hour supervision fees are not charged to parents who require their children as full time status, prior to September 30, 2023  However, it is important to note that if you have paid superv	3.
fees and then register your child after September 30 <sup>th</sup> , you be reimbursed these fees.	will not
<ul> <li>PART-TIME/SPORADIC;</li> <li>Anything less than the above</li> <li>Cost is \$3.05 per child in the AM. Cost is \$7.90 in the PM</li> <li>Noon hour supervision fees apply</li> </ul>	
Important: If your child will be attending on a sporadic basis, you must the daycare prior notice of attendance so that we can be sure that we adequate staff in place to welcome them. This must be done by writing notice or by calling 819-569-5103. You must also inform your child's so that they know not to put them on the bus at the end of the day.	ve have ten
<ul> <li>PLANNING DAYS: <ul> <li>The cost is \$15.75 per day.</li> <li>The daycare is open from 7:30 to 5:30 on planning days</li> <li>Parents who request planning days, can choose these days on a to-month basis.</li> <li>A permission form with a "return deadline" will be sent to you email each month.</li> </ul> </li> </ul>	
ALL PRICES ARE SUBJECT TO CHANGE BY THE MINISTRY	



## PAYMENT PROCEDURES: Your child's place is <u>reserved</u>; therefore, payment is due for absences regardless of the reason. This applies to reserved Planning days as well. • Fees can now be paid through online banking, or should be paid by cheque. If for some reason a cheque does not pass, then the fees must be paid in cash. Please note that receipts are issued to the person who makes payment. We do need to have a social insurance number in order to produce a rélevé 24 for you or whoever has made payment for your child. • Statements are given out on the first day of each month. Payment is due upon receipt of statement. FAILURE TO MAKE PAYMENT: If payments are not met, steps will be taken as follows: • A verbal reminder will be given 1 11 A written notice will be issued • A final written notice will be sent informing the parent/quardian of suspension of daycare services in the next week until payment is made in full. As a last resort, the account will be given to a collection agency. • Repeated issues of non and/or late payment may result in a permanent suspension of services. WITHDRAWAL FROM THE DAYCARE / CHANGES TO STATUS: One week's notice is required before withdrawing your child. Fees will be due if you fail to notify the daycare. Any change in days/contract is subject to availability of space. Changes cannot be made more than once per month and notice must be given one week prior to the beginning of the month. For example, if your child is registered full-time for the month of November and you wish to change the status to part-time, notice must be given no later than the end of the 3<sup>rd</sup> week in October. Should this not be done, your child's status will remain as full-time for the month of November and you will be billed accordingly. A new contract must be signed if the change is from full-time to part-time, or part-time to full-time.

LATE PICK-UP CHARGES:

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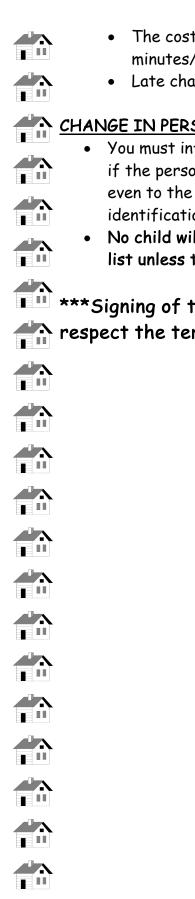
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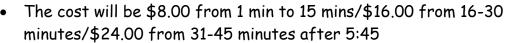
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• Late charges for planning days start at 5:30.

## CHANGE IN PERSON PICKING UP CHILDREN:

- You must inform the daycare in advance, (written note or phone call),
  if the person coming to pick up your child is unfamiliar to the staff, or
  even to the child. Please note: These people could be asked for
  identification until they become familiar to the daycare staff.
- No child will be allowed to leave with any person who is not on this list unless the daycare has been otherwise notified.

\*\*\*Signing of the registration form indicates that you will respect the terms listed in this guidelines document.









































