



WQSB Daycare

Parent Guide 2025-2026

Wakefield Elementary School

Western Quebec School Board

15 Katimavik
Gatineau (Qc) J9J 0E9
(819) 684-2336

Wakefield Elementary School

878 Ch Riverside
Wakefield (Qc), J0X 3G0
(819) 459-2373
Principal: Julie Fram-Greig
Daycare Technician: Samantha Gowan
Ext. 443007 | sgowan@wqsb.qc.ca
& Carly Woods
Ext. 443016 | cwoods@wqsb.qc.ca



Table of Contents

DAYS AND HOURS OF DAYCARE SERVICES	1
ARRIVAL AND DEPARTURE PROCEDURES	1
PD DAYS	2
ATTENDANCE	2
INVOICING AND PAYMENT TERMS	2
Payment Methods.....	3
PARENT PORTAL AND COMMUNICATION	3
RULES OF LIFE	3
Children’s Responsibility	3
Daycare’s Responsibility	4
Parent/Guardian Responsibility	4
Behaviour Expectations and Discipline Procedures	5
HEALTH AND EMERGENCIES	5
Accidents	5
Emergency Contacts	6
Procedures for Closing The Daycare	6

WAKEFIELD ELEMENTARY SCHOOL DAYCARE PARENT GUIDE

DAYS AND HOURS OF DAYCARE SERVICES

The Western Quebec School Board (WQSB) provides daycare services in schools where demand justifies their operation. These services are available before and after school hours on regular school days, as well as on designated Professional Development (PD) Days throughout the school year.

Our daycare program is designed to offer a safe, engaging, and structured environment for students while supporting parents who require childcare beyond regular school hours. The program includes:

- A supervised homework period
- Snack time
- Physical activities
- Cognitive and creative experiences
- Socialization opportunities

Hours of Operation

Morning	7:30 AM	to	7:45 AM
Noonhour	11:50 AM	to	12:40 PM
After School	2:40 PM	to	6:00 PM
PD Days	7:30 AM	to	5:30 PM

ARRIVAL AND DEPARTURE PROCEDURES

To ensure the safety of all children:

- Supervision is not available before 7:30 AM. Children must not be left unattended before this time.
- Parents are expected to pick up their children promptly. A late fee of \$5.00 per minute applies after 6:00 PM (or after 5:30 PM on PD Days), which was approved by our Governing Board Resolution # (passed in governing board minutes on June 3, 2025.)
- Parents must always use the designated school entrance and exit when dropping off or picking up their children.

PD DAYS

PD Days are separate from regular school days and require separate registration.

- Once registered, parents are responsible for the full PD Day fee, even if the child does not attend.
- The standard PD Day fee is **\$15.20** per day. Additional fees may apply for activities, transportation, or outings.
- Parents must confirm their child's attendance by the deadline indicated in the PD Day invitation letter. Availability may be limited because of available qualified staff.
- The daycare remains closed on statutory holidays, during August PD days, March Break and the June PD days.

PD Days 2025-2026

- September 19th, 2025
- October 10th, 2025
- November 6th, 7th, 27th and 28th, 2025
- January 5th, 2026
- February 9th, 10th and 20th, 2026
- March 27th, 2026
- April 17th, 2026
- May 15th, 2026
- June 15th, 2026

ATTENDANCE

Attendance is a key component of our daycare program. Staff members record attendance daily to ensure all registered children are accounted for. Please remind your child daily to hand in any pertinent notes regarding changes in schedule and routine.

- Inform the daycare and school office by phone or email if your child will be absent.
- Parents may leave a message on the daycare answering machine, which is checked regularly.
- Classroom teachers receive updated lists of daycare students to facilitate smooth transitions.

INVOICING AND PAYMENT TERMS

Parents must complete an accurate registration form each year for their children to attend daycare. The daycare will not accept registration from any child who has outstanding fees remaining from a previous year or from another school in our board.

The cost for any child registered as a regular student, before September 30th, is **\$9.70** per day. The amount can change throughout the year (Ministry of Education). Students who are registered as a regular student at daycare will have the lunch hour supervision portion of their school fees prorated according to their reservation (regular schedule).

Sporadic attendances may be accepted, however, usually in the case of emergencies. The cost is **\$3.00** per day before school and **\$10.00** per day after school. Sporadic payment are due on the day that the service is provided.

Important Policies:

- Students registered for five days per week in the morning or afternoon are not assigned a bus during those periods.
- Fees apply even if your child is absent. However, you are not charged for statutory holidays or PD days your child is not registered for.
- A two-week paid notice is required to withdraw your child from daycare before the end of the school year.
- Payments are due by the end of each month. Outstanding balances over ten days may result in the suspension of daycare services.

Payment Methods

- **Online payments:** Use the 19-digit number from your statement of account to add the daycare as a bill payee through your bank.
- **In-person payments:** Cheques made out to Wakefield Elementary and cash payments are accepted at the daycare office.

PARENT PORTAL AND COMMUNICATION

If you have not already signed up for the parent portal, please do so, as we use it as a tool to provide parents with statements of account and income tax receipts.

Email addresses and phone numbers are updated from registration forms. Parents must update the school and daycare of any updates to email addresses, phone numbers or emergency contacts.

RULES OF LIFE**Children's Responsibility**

Children must be respectful to the adults, the other children, and the environment. The children must play safely and abide by the daycare's rules and regulations. The children are not to circulate in the school without authorization from an educator. Children are responsible for their own belongings and cannot go back to a classroom after the end of the regular school day.

Parents are advised that expensive and highly sought-after toys need to be left at home. Daycare is not responsible for lost or damaged toys. Additionally, children tend to quarrel over toys. The daycare provides toys, games, and equipment, therefore, leave all personal belongings at home. Furthermore, in accordance with school policy, no electronics are permitted at the daycare.

In our environment, it is very important that we establish clear, fair, and precise limits. These limits must be applied equally, throughout the day, by our entire team. As a result, if a student fails to respect our policies, or instructions, consequences will be determined, and applied, by that student's educator for that particular instance. Naturally, the degree of consequences will vary based on the severity of the action and the number of times the action must be corrected.

The Daycare Technician will always be informed and involved in discipline issues.

Daycare's Responsibility

Communicate with parents/guardians and take attendance on a daily basis.

Issue receipts for cash payments and issue annual income tax receipts when required by government law.

Follow the rules concerning medication and emergencies. Respect the parents' opinions concerning their child(ren).

Provide a safe and happy environment.

Parent/Guardian Responsibility

Parents must complete the daycare registration form on an annual basis, before September 30th, to be eligible to receive the subsidized rate. After September 30th, you will be placed on a waiting list until a spot opens at the subsidized rate. A notice of two paid weeks must be given if you plan to remove your child from the daycare before the end of the school year. Daycare fees are due upon receipt of invoice (Mozaik portal), and must be paid in full by the end of each month.

Parents are asked to inform the school of all changes to regular routines in a timely manner.

Medication will be sent to the school office with written parental consent. Medication is not kept at the daycare.

Inform the daycare in writing of any allergies.

Notify the school and daycare if your child will be absent.

Notify the daycare if your child is to be picked up by someone else. Alternate adults picking up children may be asked to show identification.

Inform the daycare of any changes to email addresses, telephone numbers or emergency contact.

Students should have 1-2 extra snacks for daycare. The daycare does not provide snacks.

If you have any questions, do not hesitate to contact Samantha Gowan and Carly Woods, Daycare Technician at ext. 443007 or ext. 443016 or by email at sgowan@wqsb.qc.ca or cwoods@wqsb.qc.ca.

Behaviour Expectations and Discipline Procedures

The daycare users are expected to follow the same rules of conduct as during the regular school day; please refer to the school's Code of Conduct.

It is expected that children will respect the staff, the program schedule, their peers, and the environment (toys, books, supplies, etc).

If a child is experiencing difficulties in the program, every effort will be made to work with the child, school and parents/guardians to resolve the situation. The Daycare Technician will notify the parents of any deviations from the Code of Conduct that may occur, and the action plan that they expect to follow. However, if after repeated efforts the situation does not improve, the Principal may ask that the child be removed from care on a temporary or permanent basis.

HEALTH AND EMERGENCIES

The daycare cannot keep a sick child; our policy is the same as the school's policy. Parents must make sure that, in case of emergency, someone can come get the child as soon as possible after being notified of the circumstances.

The daycare has a first aid kit for minor injuries. No medication will be administered without the parent's written consent. If a child requires medication, a doctor's prescription must be presented to the Daycare Technician.

It is also extremely important that a parent inform the Daycare Technician of any serious health problems: allergies, diabetes, asthma, etc. In case of prolonged sickness and illness, parents must notify the daycare.

Accidents

In the event of an accident, parents will be notified immediately. If we are unable to reach a parent, the emergency contact will be called. Parents will only be notified at pickup of minor injuries such as small cuts and scrapes.

If the accident is considered severe enough to require immediate medical attention, arrangements will be made to take the child to the local Medical Clinic or Hospital, and we will inform the person we contact where to meet the staff member accompanying the child. Ambulance costs are the responsibility of the parents.

Parents should note that the only health and accident insurance that applies to the student is the normal coverage under the Quebec Health Insurance Plan. The School Board does not carry additional coverage for injuries or illness which occurs in daycare, and which could lead to

ambulance transportation, dental care or any other expenses not covered by the Quebec Health Insurance Plan.

Emergency Contacts

Parents are responsible for ensuring that the daycare has up to date names and telephone numbers of people who will be available should an emergency arise, and parents cannot be reached. It is also important for parents to share the emergency information with their child and to review and/or update it regularly.

Procedures for Closing The Daycare

- If the school closes early due to an emergency (e.g., extreme weather, power outage), the daycare will also be closed.
- Once a closure is announced, parents must make arrangements for their child's immediate pickup.