

Information About the B.A.S.E. Daycare Program

Dear Roslyn Community,

Please find below important information regarding the English Montreal School Board's B.A.S.E. (Before and After School Enriched) Daycare Program. We encourage anyone interested in enriching their child's out-of-school experience to learn more about this valuable service.

What is B.A.S.E.?

The B.A.S.E. Daycare Program is a Quebec government-subsidized supervision service provided outside regular class hours for preschool and elementary students (ages 4 to 12). As part of the school system—not a separate entity—B.A.S.E. works closely with school staff to extend the school day and enhance children's learning and development through enriching educational activities.

The B.A.S.E. program aims to:

- Provide a safe, welcoming, and nurturing environment that supports the well-being of children;
- Complement and contribute to the school's educational goals;
- Promote student success through activities aligned with six educational pillars: Homework and Snack, Creative Arts, Media Awareness, Physical Activity, Environmental Consciousness, and Specialty Programs (including support for children with special needs);
- Foster social skills such as respect, cooperation, and openness;
- Offer after-school homework support with appropriate space, time, and materials;
- Build a professional learning community through ongoing staff development and mentoring;
- Provide students with a healthy after-school snack.

Daycare Services Schedule

Daycare services operate from the first full day of school through the last day of school, including pedagogical days, with the exception of the QPAT Convention in November. Services are not available on statutory holidays or during March Break.

Daycare Hours:

The daycare is open from **7:00 AM to 6:00 PM**, and operates outside of regular teaching hours:

- Morning Period: 7:00 AM – 9:00 AM
- Lunch Period: Lunch period
- Afterschool Period: 3:45 PM – 6:00 PM

FEE STRUCTURE

The daycare fee is determined by the student's attendance status, designated as **Regular, Sporadic, or Occasional**. Please refer to the attached tables for detailed information on the fee structure corresponding to each status.

REGULAR DAYCARE STATUS		
DEFINITION: A regular student is one who is registered and attending Daycare for a minimum of 1 to 5 days a week and a minimum of 2 periods per day * This applies to students who attend on a weekly basis.		
Fees:	Regular school day: \$9.50 for a maximum of 5 hours Pedagogical day: \$15.00 for a total of 10 hours (additional activity fees may apply).	
Lunch Supervision Fees:	5 days/week:	Lunch fees are <u>included</u> in the \$9.50/day for a regular student attending for 5 days.
	4 days/week:	Lunch fees are <u>included</u> in the \$9.50/day for a regular student attending for 4 days. If the student attends only at lunchtime on the 5 th day, then <u>lunch fees must be paid for the 5th day.</u>
	3 days/week:	Lunch fees are <u>included</u> in the \$9.50/day for a regular student attending for 3 days. If the student attends only at lunchtime on the 4 th and 5 th days, then <u>lunch fees must be paid for the 4th and 5th day.</u>
	2 days/week:	Lunch fees are <u>included</u> in the \$9.50/day for a regular student attending for 2 days. If the student attends only at lunchtime on the 3 rd , 4 th , and 5 th day, then <u>lunch fees must be paid for the 3rd, 4th and 5th day.</u>
	1 day/week:	Lunch fees are <u>included</u> in the \$9.50/day for a regular student attending for 1 day. If the student attends only at lunchtime on the 2 nd , 3 rd , 4 th and 5 th day, then <u>lunch fees must be paid for the 2nd, 3rd, 4th and 5th day.</u>

SPORADIC DAYCARE STATUS	
DEFINITION: A sporadic student is one who is registered and attending daycare for one period a day (AM, LUNCH or PM). Please note that the lunch period is considered a block. A sporadic student is also someone who is registered and attends on a ped day.	
	Regular school day: Fees are based on the blocks the student attends (partial or full). Morning Period: \$6.30/day

Fees:	Lunch Period:	Depending on lunch fee per school (school or daycare)
	Afternoon Period:	\$6.80/day
	Pedagogical day:	\$15.00 for a total of 10 hours (additional activity fees may apply)

OCCASIONAL DAYCARE STATUS	
DEFINITION: An occasional student is one who is registered but does not have a forecasted attendance and does not attend on a weekly basis. Daycare Services are needed for emergency purposes. The parent/guardian must give the daycare a 24-hour notice when possible and keep in mind that it is not a guarantee that their child(ren) will be put in the same daycare group as their classmates.	
Fees:	Regular school day: Fees are based on the blocks the student attends (partial or full).
	Morning Period: \$6.30/day
	Afternoon Period: \$6.80/day)
	Morning + Afternoon: \$13.10/day
	Pedagogical day: \$15.00 for a total of 10 hours (additional activity fees may apply)
Lunch Fees:	Lunch fees are paid to the school.

****Fees are subject to change as per government regulations effective July 1, 2025.***

Fee Guidelines:

- **No Family Rate:** There is no family discount.
- **Non-Refundable Absences:** Absences due to vacation or daily absences are not refundable.
- **Refundable Absences:** Absences due to surgery or medical conditions (with a doctor's note) or absences of more than five consecutive days may be refunded.
- **Changes in Status:** Inform the Daycare Technician at least five days in advance of any schedule changes to avoid additional fees.
- **Pedagogical Day Absences:** Fees are non-refundable if a child is absent from a pedagogical day without notifying the daycare technician at least 48 hours prior. Permission slips for pedagogical days must be submitted on time, especially for outdoor activities.
- **Late Pick-Up Fee:** \$1.25 per minute after 6:00 p.m.

Payment Information

- **Monthly Statements:** Accounts are issued monthly. Payments are due by the 15th of each month for the previous month's services.
- **Accepted Payment Methods:** Cash (receipt issued), cheque, or online payment (details to be provided at the start of the school year).
- **Account in Good Standing:** Failure to keep accounts current may result in suspension of daycare services until payment is made and an agreement is reached with the School Principal and Daycare Technician.

Tax Receipts

- Tax receipts are issued to the main payer, who must provide their Social Insurance Number for tax purposes.
- The main payer must have a Mozaik account to retrieve tax receipts.

Safety & Security

A. Ratio

- Educator to student ratio is 1:17 for pre-K and kindergarten.
- Educator to student ratio is 1:20 for grades 1 to 6.

B. Absences

- Parents must report absences or any changes to the child's daily routine according to school procedures.

C. Drop-Off and Pick-Up

- Students must be accompanied to the daycare door at arrival and pick-up. No student will be allowed to leave without an adult.

If you require additional information, please do not hesitate to contact our office.

Kind regards,

Teresa Federico

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