2026-2027 HANDBOOK

B.A.S.E. DAYCARE SERVICES

ST. Gabriel

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1. MANDATE

The English Montreal School Board's B.A.S.E. (Before and After School Enriched) Daycare Program is a Quebec government subsidized supervision service offered outside regular class hours for preschool and elementary school children. Its objective is to enhance the lives of children ages 4-to-12 years old by providing them with enriching educational activities.

The B.A.S.E. mandate is fulfilled as follows:

- Provides a welcoming and nurturing environment that ensures the safety and general well-being of the children served;
- Contributes to the achievement of the school's commitment to success plan;
- Promotes a culture of student success by coordinating activities and recreational projects pertaining to the six educational cores: Homework and Snack, Creative Arts, Media Awareness, Physical Activity, Environmental Consciousness and Specialty Programs, such as those tailored for children with special needs. All programs contribute to the children's overall development;
- Encourages the development of the children's social skills, such as respect, cooperation and openness to others;
- Offers a homework period after school, providing students with an appropriate space, time, and materials.
- Builds a professional learning community that contributes to early childhood education and care by enhancing the competencies of the daycare staff through continual professional development.

2. THE B.A.S.E. EDUCATIONAL CORES

Daycare educators in the B.A.S.E. Daycare Program are the **primary facilitators** of programming, designing and leading daily activities based on the six Educational Cores. These activities are planned to support children's development and reflect their individual needs and interests. The B.A.S.E. Daycare Program forms partnerships with universities, not-for-profit organizations and extracurricular activity companies to lead activities with students at no additional cost to the parents. **These specialized activities vary from daycare to daycare depending on choice of activity and availability. It is important to note that these external activities enhance, but do not replace, the core programming led by daycare educators.**

The six B.A.S.E. Educational Cores are:

- Homework and Snack
- Creative Arts
- Physical Activities
- Media Awareness
- Environmental Consciousness
- Specialty Programs

3. RULES OF CONDUCT

The Rules of Conduct of every daycare are subject to the same policies and procedures as the school, on regular school days as well as on pedagogical days. These school rules are provided in the student's agenda.

4. REGISTRATION

A Daycare Registration Form must be completed and submitted for **each** child being registered in daycare. It is important to note for **returning users**, if your account is not in good standing from the previous year, you will not be able to register your child until outstanding payments have been made.

A. CHANGES TO REGISTRATION

Parents/guardians who wish to make **any change** in their child's status throughout the school year **must complete a NEW** Daycare Registration Form (signed and dated) indicating the change of schedule. **In addition, parents/guardians must provide daycare staff with a minimum of five (5) days' notice if changes to the child's status or file need to be made.** For daycares to receive government funding, regular students must be registered and attending daycare by September 30th, for a minimum of one (1) to five (5) days a week every week and a minimum of two (2) periods per day.

B. POLICY FOR PEDAGOGICAL DAY OUTINGS

For a student to attend a pedagogical day, the daycare must receive a **signed Authorization Form** from the parent/guardian before the indicated deadline. **If a student is registered for a pedagogical day and is absent, fees are not refundable. Refunds are only made if the daycare is advised a minimum of 48 hours prior.** Any misbehaviour on a pedagogical day will result in the student not being permitted to attend the next/or any future pedagogical days.

5. DAYCARE SERVICES SCHEDULE

Daycare Services are available from Tuesday, September 1, 2026, to Wednesday, June 23, 2027, on school days and pedagogical days. It does not operate on statutory holidays, Winter Break, March Break and during the summer months, unless otherwise stipulated.

A. DAYCARE SERVICES HOURS

- Lunch: 11:07a.m.-12:20p.m.
- Daycare: 2:40p.m-6:00p.m.
- Pedagogical Hours: 8:00a.m.-6:00p.m.

6. FEE STRUCTURE

The Daycare fee structure is based on the student's status in the daycare. A student's status is designated as Regular, Sporadic or Occasional. See tables below.

A. REGULAR DAYCARE STATUS

DEFINITION: A regular student is one who is registered and attending Daycare for a minimum of one to five days a week and a minimum of two periods a day. This applies to students who attend on a weekly basis and follow a fixed schedule.

Fees:	**Regular school day:** **$10.00** for a maximum of five hours **Pedagogical day**: **$16.50** for a total of 10 hours *(additional activity fees may apply)*	
Lunch Fees:	Five days/week:	Lunch fees are <u>included</u> in the $10.00/day for a regular student attending for five days.
	Four days/week:	Lunch fees are <u>included</u> in the $10.00/day for a regular student attending for four days. If the student attends only at lunchtime on the 5th day, then <u>lunch fees must be paid for the 5th day.</u>
	Three days/week:	Lunch fees are <u>included</u> in the $10.00/day for a regular student attending for three days. If the student attends only at lunchtime on the 4th and 5th days, then <u>lunch fees must be paid for the 4th and 5th days.</u>
	Two days/week:	Lunch fees are <u>included</u> in the $10.00/day for a regular student attending for two days. If the student attends only at lunchtime on the 3rd, 4th and 5th days, then <u>lunch fees must be paid for the 3rd,4th and 5th days.</u>
	One day/week:	Lunch fees are <u>included</u> in the $10.00/day for a regular student attending for one day. If the student attends only at lunchtime on the 2nd, 3rd, 4th and 5th days, then <u>lunch fees must be paid for the 2nd, 3rd, 4th and 5th day.</u>

B. SPORADIC DAYCARE STATUS (PRE-K and/or KDG)

DEFINITION: A sporadic student is one who is registered and attending Daycare for one period a day (LUNCH). Please note that the lunch period is considered a block. A sporadic student is also someone who is registered and attends on a **pedagogical day**.

IMPORTANT: A sporadic student who attends an additional period on a **weekly recurring basis**, will be reclassified as a **regular user**, and the corresponding regular daycare rates will apply.

Fees:	**Lunch Period:**	Depending on the program the student is registered in, lunch fees are paid to the school or to the daycare. *St. Gabriel Elementary School* School Lunch Fee: **$1.60/day** Daycare Lunch Fee: **$1.60/day**
	Pedagogical Day:	**$16.50** for a total of 10 hours *(additional activity fees may apply)*

C. 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. Accommodation is subject to the 1:20 educator-to-child ratio.

Fees:	**Regular School Day**:	Fees are based on the blocks the student attends (partial or full)
	Morning Period:	No morning daycare
	Afternoon Period:	**$12.60/day**
	AM + PM:	**$12.60/day**
	Pedagogical Day:	**$16.50** for a total of 10 hours *(additional activity fees may apply)*
Lunch Fees:	Lunch Fees are paid to the school.	

D. GUIDELINES

- There is no family rate.
- **Daily absences and absences due to vacation are not refundable.**
- Refunds are granted only for surgeries or medical absences longer than five consecutive days with a medical note. **Daily absences are not refundable.**
- There are no administrative fees or registration fees.
- There is a late pick-up fee of $2.00 / minute per family after 6:00 p.m.
  IMPORTANT:
  - Late fees will be applied at the time the parent or guardian and child/ren leave the daycare premises.
  - **Repeated late pick-ups** may result in the withdrawal of the child/ren from the daycare program.
  - Parents/guardians are responsible for ensuring that their child/ren is picked up on time.
  - If an individual not listed on the registration form is sent to pick up the child/ren, the daycare must be informed in advance.
  - If the daycare is not informed in advance and the parent or guardian cannot be reached, the individual may not be permitted to pick up the child/ren.
  - The daycare reserves the right to deny release of the child/ren to any individual who is not authorized or whose identity cannot be verified.

7. PAYMENT

A. MODES OF PAYMENT

A statement of account will be provided each month to all registered students. Payment must be made by the 15th of each month for the service rendered during the previous month except for the month of June where the payment must be made no later than June 23rd. The methods of payment that can be used are cash, cheques and online. Cheques are payable to St. Gabriel Daycare. Upon reception of a cash payment, a receipt will be issued. If you choose to pay your daycare fees online, please inquire about the procedure with the daycare technician.

B. LATE PAYMENTS

Late payments are not acceptable and must be addressed promptly. All daycare fees are to be paid in accordance with the Rules and Regulations provided at the time of your child's registration. The daycare technician will write a letter to the individual concerned. The individual will have a maximum of five (5) days to respond. If the individual fails to respond within five (5) days, the principal and daycare technician will schedule a meeting with him/her to discuss the outstanding debt and make arrangements for payment. Failure to respect the arrangement will result in suspension of daycare services. Once the account has been settled, daycare services will resume.

C. REFUND POLICIES

*Refunds will be applied for students who are absent more than **five consecutive days** due to illness **with a medical note**. There are no refunds for daily absences or vacations.*
Parents wishing to make changes to their child's regular daycare schedule must provide written notice to the Daycare Technician at least five (5) business days in advance.
Failure to provide the required notice will result in full charges being applied for the originally scheduled days.

D. TAX RECEIPTS

At the end of February, the main payer of the daycare fees will receive their tax receipts for the fiscal year via *Clic école.* The Social Insurance Number (SIN) of each payer is required upon registration. If a parent/guardian refuses to provide a SIN, a waiver must be signed, and they will not receive a tax receipt.

8. SAFETY AND SECURITY

A. RATIO

Students are supervised at a 1 to 20 ratio.

B. ABSENCES

It is the parent's responsibility to report absences and/or any changes to the child's daily routine according to school procedures.

C. CLOTHING

Students need to wear proper attire as per the school agenda. When the weather permits, the students will go outside to play. Parents are asked to ensure that their child is suitably dressed for outdoor play.

D. PERSONAL BELONGINGS

Students are not allowed to bring games, books, trading cards, dolls or toys to school. The school is not responsible for personal items that become lost or broken.

E. DROP-OFF AND AFTERNOON PICK-UP PROCEDURE

- It is the responsibility of the parent to ensure that their child/ren enters via the **daycare entrance in the morning** when being dropped off. 600 Rue de Dublin, Montréal, QC H3K 2S4
- Please use the same daycare entrance for afternoon pick-up as you do for morning drop-off. **Parents are not permitted to walk past the daycare entrance for security reasons**. A daycare educator will call your child, and they will be reminded to bring down all their belongings. They will not be permitted to go back upstairs to pick up any forgotten item.
- Students are not allowed to leave the daycare alone, with a friend or another adult without written parental consent. If your child is to walk home at any given time, parents must send written authorization to the daycare. **(The parent must sign the note. The note**

must state the date that the child is permitted to walk home and that the daycare is not responsible for the child once they leave the building).

- If the student is an occasional walker, then it must be indicated on the students Daycare Registration Form.
- Due to the number of students in the daycare and for safety reasons, we will not accept telephone calls requesting that children get ready and be sent home by themselves if it's not indicated on the Daycare Registration Form.
- If a parent is unable to pick up their child, the parent must advise the daycare and provide the name of the person responsible for picking up the child as specified on the Daycare Registration Form.

F. EMERGENCY CLOSURE

In the event of an emergency and the school needs to evacuate, the students will be brought to:

- Share The Warmth
  625 Fortune St, Montreal, Quebec H3K 2R9
  514-933-5599

Weather-related closure:
When the English Montreal School Board deems it necessary to close schools due to inclement weather, announcements concerning school closings and the cancellation of bus transportation are given on the EMSB's website and Messenger, Facebook and local radio stations.

9. HEALTH

A. NUTRITION

Daycare students are provided with a nutritious snack every day after school as per the EMSB Nutrition Policy. If your child has any allergies, please provide them with a snack from home. We cannot guarantee that the snacks are purchased from nut-free facilities.

B. ALLERGIES

Allergies or other health problems must be clearly identified by parents on the Daycare Registration Form. Please ensure that the school is provided with an Epi-Pen, if needed. If your child develops an allergy during the school year, the daycare staff must be notified immediately.

C. ILLNESS

We cannot accept students at the daycare who show symptoms such as vomiting, fever or diarrhea. If such a situation arises, we will immediately call the parent to come pick-up their child without delay.

D. MEDICATION

Administering medication to children is a parental responsibility. For daycare staff to administer medication, the following must be respected:

- A doctor must prescribe the medication. Under no circumstances will non-prescriptive medication be administered.
- The container must have a legible prescription containing all pertinent information.
- An *Authorization to Administer Medication* form needs to be dated and signed by a parent or guardian at the school level. The medical form must be submitted with the medication.

Parents must inform the main office before their child enters the school premises that the above procedure has been followed.

E. INJURIES AND EMERGENCIES

It is inevitable that students will have accidents, but with supervision and preventative measures in place, our daycare will make every effort possible to avoid injury.

Procedures for notifying parents are as follows:

- Head injuries: If a child hits their head, however minor it might be, the child's parent will be notified.
- Head lice**:** If a child is found to have head lice, the daycare will follow the school's policy regarding notification and treatment.

If there is a medical emergency or a serious accident, daycare staff will take the necessary measures (administer an EpiPen, call 911, give First Aid). Daycare staff will inform the parent at the earliest possible moment. If transport by ambulance is necessary, the parents will incur the fees.

PARENT AGREEMENT FORM
2026-2027

- ✓ I have received a copy of the 2026-2027 St. Gabriel B.A.S.E. Daycare Handbook.
- ✓ I have read the regulations, rules and procedures regarding the use of the B.A.S.E. Daycare at St. Gabriel Daycare.
- ✓ I agree to abide by the regulations, rules and procedures in all respects.
- ✓ I have discussed the regulations, rules and procedures with my child(ren).

Name of Child(ren) and Grade:

Name of Child(ren)	Grade

Signature of Parent(s):

_____

Date:

_____

Kindly return this signed agreement to the St. Gabriel B.A.S.E. Daycare.