



Minutes of Governing Board Meeting Edinburgh Elementary School

Tuesday, November 15, 2022 at 7:00 p.m.
Online via Microsoft Teams

We would like to acknowledge that Edinburgh School is located on unceded Indigenous lands. The Kanien'kehá:ka/Mohawk Nation is recognized as the traditional custodians of Tiohtià:ke/Montréal, which has long been a site of meeting and exchange for many First Nations, and is currently home to diverse groups of Indigenous and other peoples. We are grateful to live, work and learn here, and recognize the important role of education in reconciliation and in maintaining connections between the past, present and future.

Present: Jean-Michel Brunet, Marco De Crescentis, Abdelghafour El-Hama, Robert Fiori, Geneviève Guay, Geneviève Hébert, Meg McKenna, Johanna Miller, Steve Muoio, Gaetano Sifoni, Alexandra Struck, Steven Szabo, Pina Trengia, Anne-Marie Yaworski

Absent: Stéphanie Babalis, Joseph Lalla, Jody Mason

Guests: Vanessa Gangai

1. Welcome

Rob called the meeting to order.

2. Adoption of Agenda

Motion to approve: Meg. Second: Steven. Unanimous.

3. Approval of the Minutes of October 18, 2022

• **Motion to approve:** Jean-Michel. Second: Meg. Unanimous.

4. Business Arising from Previous Minutes (October 18, 2022)

- Gaetano to get info re: business arising from June 7, 2022 meeting, from Chantal Juhasz. **DONE.** No business arising from the minutes of that meeting to discuss.
- All GB members must submit a completed Conflict of Interest form to the school. **NOT DONE. ACTION:** Gaetano to reach out to the missing signatories.
- Gaetano to send a message to the school community, encouraging that questions for GB meetings submitted in advance by email. **DONE.** Included in monthly newsletter.
- Gaetano to investigate with the EMSB if Slido is available or can be made available. **DONE.** Gaetano installed it for the current meeting. Might be useful at a later date, for larger meetings. Does not appear on anyone else's screen. Will test further.
- Alex to approach community members who might be interested in joining GB. **DONE.** No community members presently available, although many interested. **ACTION:** Alex to draft a list of possible members we could approach, with notes as to how they could

help with specific projects we might undertake (finances, construction, space management especially in case we need a second pre-K class).

- Rob to draft profile(s) for advertising the community member position(s). **IN PROGRESS.** Profile has been started, but we need to determine where to post and what profile we want exactly. Hope to have it out by end of the year. **ACTION:** GB members to reach out to their networks, and see which members/profiles might be useful.
- Gaetano/Alex to verify wording of directive from EMSB, to clarify what qualifies as a fundraiser. **DONE.** The Education Act stipulates that the moment “Edinburgh” (any sub-group) asks for any donation/contribution/fund, GB has to pre-approve the request.
- Marco to prepare a list of BASE fundraising activities to present at the November meeting. **DONE.** Discussion at 5.6.
- Grad Committee to compile a list of fundraisers for the second half of the school year. **DONE.** Discussion at 5.7.
- Someone from GB to be present at Open House. **DONE.** Rob attended and spoke to parents. Response seemed very positive.
- Gaetano to find/create poster/banner/sandwich board for Open House to promote Open House. **DONE.** After the fact, Alex learned that the large (wooden?) poster used in previous years is likely to be at Town Hall. It was usually put up by the Town (at the school’s request), at Roy D. Locke Park (Ballantyne) or Davies Park (Westminster).
- Gaetano to email the *Informer* to advertise Open House. **DONE.**
- Confirm who is attending the EMSB Parents’ Committee dinner on Nov. 1. **DONE.** Discussion at 6.4.
- Gaetano/Rob to send a general note of thanks to the Montreal West Charity Golf Tournament for the donation. **DONE.** Message also posted on FB, and very appreciated.
- Once the funds from the Montreal West Charity Golf Tournament donation have been allocated, Gaetano/Rob/Alex to send a note of thanks. **IN PROGRESS.** The money has not yet been spent.

5. New Business

5.1 Election of replacement member to GB

- Michael Rodger has resigned from GB. Michael was the GB president for many years, and this GB extends its thanks for his dedicated service.
- Only parents vote to elect parent representatives to GB.
- Steve Muoio nominated as member to governing board (no longer an alternate).
- **Motion to approve:** The position was elected by acclamation.

5.2 Educational Project Annual Report 2021–2022

- This document recaps the students’ success rate, and is supposed to be presented yearly. Due to ministry exams being cancelled due to Covid, the report has not been submitted in several years.
- The June 2022 passing rate for grade 6 students is excellent; with math up significantly; but English down slightly (but the 2019 rate of 100% success is very rare).
- Declining results were entirely expected, after the pandemic, and seen across the EMSB.

- **Motion to approve:** Rob. Second: Steve. Unanimous.
- Handbook is attached as Appendix C.

5.6 BASE fundraisers

- Main fundraising initiatives of the year:
 - October – sale of tulip bulbs (proceeds to Garden Club)
 - October – harvest non-perishable food collection
 - December – food drive (whole school) in partnership with CTV’s Spirit of Giving
 - December – homemade holiday card sale (proceeds to BASE toy drive)
 - December – donations (whole school) Carolyn’s Toy Drive
 - March/April – BASE Student Council-run bake sale; funds donated to the SPCA
 - May – sale of tulips for Mother’s Day (proceeds to Garden Club)
- **Motion to approve:** Rob. Second: Meg. Unanimous.

5.7 School fundraisers

Vanessa reported for the Grad Committee.

- Grade 6 children to partner with *Recettes en pots* to raise money for grad. The jars sell for \$10–\$12, with a portion of the proceeds going to the grads.
- For the *Recettes en pots* fundraiser, students will be expected to appeal to their personal networks, but H&S will also email the wider school community.
- Requesting approval for freezie sales throughout the school year.
- **Motion to approve:** Rob. Second: Anne-Marie. Unanimous.

5.8 Upcoming field trips

- Dec. 2: Biodome for grades 5–6
- Jan. 25: Mont Avila (tubing) for K4, K5, grades 3–6; grades 1–2 with go to Beaver Lake
- Feb. 21: Maison Théâtre for K4, K5, grades 1–2
- June 8: Maison Théâtre for K4, K5
- Note: At Mont Avila, there are “baby” hills (for 3–5 years), and more advanced hills. The cycle 1 students (grades 1–2) don’t attend because there’s no hill appropriate for them.
- **Motion to approve:** Anne-Marie. Second: Alex. Unanimous.

6. Reports

6.1 Principal

- Oct. 25: guest speaker Brian Ewenson. Aerospace educator and consultant; spoke to grades 4–6 about his experience in space, brought artefacts with him.
- Oct. 31: Hallowe’en festivities
 - Costume contest; best costume voted on by the grade; one winner per grade received a gift card to Indigo from the school.
 - Treats for all students were provided by Home and School, and very appreciated.
 - Hallowe’en Bingo was played school-wide. It was very popular, and two classes won a pizza lunch.

- Nov. 3: Open House
 - Promo campaign beforehand, with paid ads on social media; info appearing in *The Informer*; Gaetano visited neighbourhood daycares and spoke with CBC Radio and CityTV.
 - Information sessions were from 8:15–9:30 and 1:30–2:30, with presentations followed by guided tours.
 - Gaetano, Jean-Michel, Marco, and reps from H&S and GB spoke to parents, and grade 6 students led tours of the school.
 - Open House was well-attended and popular this year.
- Activities for Remembrance Day
 - Nov. 2: Grades K–3 classes had a “poppy workshop” with the Royal Montreal Regiment Foundation, learning about the history of the poppy and making a poppy (craft); saw and tried on military uniforms. Event was featured on *CityTV*.
 - Nov. 9: Grades 4–6 got to participate in interactive guided tours of “They Cared: The Origins of Military Nursing” exhibit set up in the gym.
 - Nov. 9: Grade 6 students walked to a ceremony at the Montreal West Cenotaph. After, Dr. Robert Drummond, founder of the Montreal West Roots & Remembrance Project, led a tour of neighbourhood veterans’ homes.
- Report cards and parent-teacher interviews
 - Report cards will be published on Nov. 18; IEPs will go home at the same time.
 - Online bookings went live yesterday; most parents have already signed up for appointments next week.
 - The booking system was spearheaded by Gaetano, and greatly appreciated by staff and parents.

6.2 Commissioner

Joseph was not in attendance this evening.

6.3 Treasurer

No updates to report at this time.

6.4 Parent Delegate (EMSB-PC)

- Every GB chair and Parent Committee member was invited to an EMSB dinner. Rob and Steven attended.
- There was a presentation by Joe Ortona, focusing on the EMSB’s current court cases and legal challenges.
- Bill 40 amends the Education Act with regards to school organization and governance.
 - This bill effectively replaces school boards with service centres.
 - A judge suspended the section of this bill that eliminates the English school boards.
 - The courts could overturn that suspension at any time, leaving English education no longer under its own jurisdiction.
- Bill 21 extends the concept of the laicity of the state.
 - The bill prohibits state employees (including teachers) from wearing religious symbols.

- Aside from the moral questions, the bill has increased difficulties in hiring sufficient staff, and some teachers and administrators have quit.
- Bill 96 strengthens the rules regarding when French must be used.
 - The bill places caps on registration in post-secondary English education; and requires that English students take more French courses at the college level.
 - The bill also dictates that the majority of meetings within the EMSB should be held in French.
- These cases are in the court system right now. Appeals could go as far as the Canadian Supreme Court.
- The message to attendees: Ask if each school's GB would consider passing a resolution, in support of the EMSB, against bills 40, 21 and 96.
- **ACTION:** Discuss the advisability of drafting and passing a resolution of support, at our next GB meeting. Members to give this some thought in the interim.
- The organizer of the annual Parent Conference is looking for volunteers.

6.5 Teacher

Geneviève Guay reported.

- Hallowe'en school-wide festivities were a big hit.
- Teachers have prepared their report cards.
- Parent-teacher interviews will be in-person for the first time since fall 2019.
- Junior and senior lunch times have been switched. Now the seniors eat first and then go outside. The seniors have less time (20–25 minutes) to eat, but more outdoor play time. Also gives the seniors more time if they need to make up tests or get extra help. This switch also allows the juniors more time to eat (which they need).

6.6 Home and School liaison

- H&S voted to match the school's purchase of Chromebooks, up to \$6,000.
- H&S had been planning to do a school-wide activity in spring, but the provider (JungleSport) won't be available.
- Those allocated funds could be donated for enrichment activities or specific purchases.
- GB could propose ideas to H&S, if there's anything the school needs.
- **ACTION:** Brainstorm ideas for H&S purchases at December GB meeting.

6.7 BASE

- Lunch times for juniors and seniors switched, and proving a good decision for all.
- Several ongoing projects
 - Grade 5 currently doing SportsLife activity
 - 6-week span; new sport every week; learn rules; embrace team spirit.
 - Different groups will participate in SportsLife throughout the year.
 - Grade 2 seed collection in Garden Club
 - This is a weekly activity; different grades working with Green Club representative.
 - Grade 2 dug up seeds and collected them; now decorating letters and envelopes; will swap seed "letters" with another school.

- Grade 3 trying the NutriTower
 - NutriTower markets itself as a “vertical hydroponic garden.”
 - The grade 3 class has planted strawberries, and will grow those at BASE.
- Upcoming workshops on monarch butterflies and on bees.
- The older students participate in the workshops, then reproduce them for the younger kids.
- Student council hosted its first assigned activity, at Hallowe’en. Very successful!
- Next assignment is for the Nov. 25 ped day; grade 5 prefects are organizing and hosting.
- Upcoming PED days
 - Nov. 24: BASE to Funtropolis
 - Nov. 25: in-house Ceramique Café activity on a holiday theme; pyjama day
 - Dec. 9: bowling in the morning; Guzzo movie in the afternoon
- Dec. 7: homemade holiday card sale
- This year, parents will be allowed to come into the modulars.
- Everything decorated; kids’ artwork on display; cards for sale in the gym.
- Dec. 10: Saturday outing to shop for presents for Carolyn’s Toy Drive; lunch at McDonald’s
- Dec. 23: holiday party (BASE monthly get-together, where all grades come together)
- December trial of HopHop
 - App that allows parents to communicate pick-up times to BASE.
 - Helpful because there isn’t room for parents to wait indoors.
 - Parents can give a 10-minute heads up before arriving so kids are ready to leave.
 - App works on geo-tracking, or via inputting manual arrival time.
- Kudos to grade 6 students Teo Ricci and Jacqueline Sidel for their article on the BASE harvest festival, published in the EMSB Focus newsletter (Nov. 9, 2022 edition).

7. Varia

8. Correspondence

Nothing to report at this time.

9. Question period

- Update on teachers’ usage of Google Classroom/MS Teams/etc:
 - There is no official procedure or obligation at this time, to use the platforms.
 - Several teachers are still doing so, to upload classwork, homework, notices.
- Continued need for online accessibility, especially with the various viruses circulating, so students can keep up with classwork.
- Trio of Covid, influenza and RSV, as well as gastro, leading to many absences.
- Students are welcome to wear masks at any time. Masks always available on request.

10. Adjournment

The meeting was adjourned at 9:00 p.m., with thanks.

Appendix A



Educational Project Annual Report 2021-2022 Edinburgh Elementary

The Educational Project is a strategic tool for defining and making known to the educational community of a school the orientations, priorities for action, and expected results to ensure the educational success of all students. It is developed in response to the characteristics and needs of the students attending the school and the community's educational expectations.

The goal of the Educational Project of a school makes it possible to share, with all its educational stakeholders (students, parents, teachers, other school staff and representatives of the community and the School Board), a common vision of findings and challenges to create a mobilization around student-centered goals and objectives. The Educational Project describes what the school intends to do to ensure the educational success and well-being of all its students and the efforts that will be necessary to achieve it.

The EMSB is in the process of revising its Commitment to Success Plan. The new plan will go into effect in September 2023. Subsequently, all Educational Projects will be revised during the 2023-2024 academic year to align with the objectives set by the Commitment to Success Plan.

The Legal Framework

Article 36 of the Education Act states,

“In keeping with the principle of equality of opportunity, the mission of a school is to impart knowledge to students, foster their social development and give them qualifications, while enabling them to undertake and achieve success in a course of study. A school shall pursue its mission within the framework of an educational project.”

The English Montreal School Board (EMSB) requires each of its schools to submit a report annually outlining their achievements according to the objectives established in the school's Educational Project.

These objectives are aligned with the Board's Commitment-to-Success Plan, which was approved in July 2018. Subsequently, all Educational Projects were approved by the EMSB in 2019. The 2019-2020 academic year represents the first year of implementation.

Objectives

In order to keep Educational Projects aligned with the Commitment-to-Success Plan, each school has adopted objectives in the follow areas:

- Objective 1: Graduation and Qualification
- Objective 2: Equity
- Objective 4: Language Proficiency (English and French)
- Objective 6: Educational Path (Late-entry to Secondary School)
- Objective 7: Living Environment (Buildings and Facilities)

Please Note- The EMSB has not established objectives for:

- Objective 3: Early Intervention, as it relates to students who have not yet entered grade 1*
- Objective 5: Adult Literacy, given the difficulties in establishing targets and measuring the impact on the Programme for the International Assessment of Adult Competencies (PIACC) testing.*

Return to Uniform Exams and Summary of Student Exam Results

In June 2022, The Ministère de l'éducation du Québec resumed administering uniform exams in Secondary Math, Science, French and English. For elementary schools, students wrote exams in Grade 6 Math and English Language Arts.

The EMSB monitors student results in these courses as part of its Commitment to Success Plan. Similarly, schools are expected to report annually on student achievement in these courses. Although the pandemic interrupted our reporting, we are now able to provide student result data for 2022 in Math and English language arts. For comparison, we have provided the data from 2019. The objectives can be retrieved in the school's Educational Project. In Math, schools will report on the Mathematical Reasoning Component to align with the Board's Commitment to Success Plan.

Please note: Uniform evaluation in French was offered as a formative assessment initiative, where teachers used new rubrics with students designed to inform practice on various levels of feedback. Regular uniform evaluation results will appear in next year's report.

Edinburgh Elementary Success Rate on the June 2022 End-of-Cycle 3 Mathematical Reasoning Component (%)

	C2
2019	78.2%
2022	94.1%

Source: Local Data, 2022

Edinburgh Elementary Success Rate on the June 2022 End-of-Cycle 3 English Language Arts Exam (%)

	Reading Component	Writing Component
2019	98.2%	100%
2022	96.2%	96.2%

Source: Local Data, 2022

Additional Objectives & Highlights from the OurSCHOOL Survey

During the Board's consultation concerning the Commitment to Success Plan, additional objectives were established for fostering a positive school environment and increasing opportunities for physical activity at the elementary level. Objective 8 uses data collected on student perceptions of bullying and school safety, as well as levels of student anxiety.

Each Educational Project contains historical data reflecting the school's achievement in the aforementioned objectives. Based on this data, appropriate targets have been selected and will be reported on until the end of 2022.


The pandemic posed many challenges to the daily operation of school within the last two years. Schools administered the OurSCHOOL Survey to gather information about student perceptions on living through the transition. In an effort to provide some feedback on the school climate over the last year, we have included some of the highlights from the survey below.

The OurSCHOOL student survey measures 30 indicators based on the most recent research on school and classroom effectiveness. This report provides highlights based on data from 141 students in this school that participated in the survey between 28 Mar. 2022 and 12 Apr. 2022. The number of students by grade level is:

grade 4: 41
grade 5: 50
grade 6: 50

- In this school, 90% of students had positive relationships; the Canadian norm for these grades is 84%.
- In this school, 94% of students in this school valued school outcomes
- In this school, 84% of students in this school had a high rate of participation in sports; the Canadian norm for these grades is 70%.

Signatories



School Principal



Governing Board Chairperson

11/15/2022

Date

GOVERNING BOARD RESOLUTION


**EDINBURGH SCHOOL ANNUAL REPORT ON THE EDUCATIONAL PROJECT
2021-2022**

WHEREAS Article 36 of The Education Act requires that The School develop an Educational Project that is coherent with the School Board's Commitment-to-Success Plan;

WHEREAS Article 37 requires that The School produces an annual report of its achievements concerning the objectives of the Educational Project for submission to the School Board;

WHEREAS the period covered by the Educational Project is harmonized with the Commitment-to-Success Plan period covered by the School Board;

IT WAS MOVED BY **Robert Fiori** AND RESOLVED THAT the Annual Report on the Educational Project 2021-2022 be approved by the Governing Board, and that it be communicated to all stakeholders.

Signature : 
Principal

Date: 11/15/2022

Signature : 
Governing Board Chair

Date: 11/23/2022

Appendix B

**RESOLUTION FOR THE ADOPTION OF THE SCHOOL BUDGET
BY
THE SCHOOL GOVERNING BOARD**

WHEREAS, in accordance with Section 95 of the Education Act, the governing board is responsible for adopting the school's annual budget as proposed by the principal;

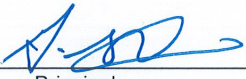
WHEREAS, in accordance with Section 96.24 of the Education Act, the school budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the school board and the school's own revenues, on the other;

WHEREAS this budget is based on the 2022-2023 MEQ budgetary parameters;

Robert Fiori MOVED THAT, the governing board of **Edinburgh School (008)**, adopt the school budget for the 2022-2023 school year, as presented by the school Principal, which forecasts revenues of **\$ 476,060** and expenditures of **\$ 476,060** ;

AND THAT the budget be submitted to the English Montreal School Board for final approval.

SCHOOL NAME : **Edinburgh School**

Signature : 
Principal

Date: 11/25/2022

Signature : 
Governing Board Chair

Date: 11/23/2022

Appendix C

2022-2023 HANDBOOK

B.A.S.E. DAYCARE SERVICES

Edinburgh Elementary School
500 Hudson Ave, Montreal West,
Quebec H4X 1X1



CONTACT INFORMATION

PRINCIPAL: Gaetano Sifoni
DAYCARE TECHNICIAN: Marco DeCrescentis

SCHOOL TEL. NO.: 514-486-0981
DAYCARE TEL. NO.: 514-788-0024



Commission scolaire English-Montréal
English Montreal School Board

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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 of these 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 homework support after school by providing students with an appropriate place in which to work and the time and materials they require;
- Builds a professional learning community that contributes to early childhood education and care by enhancing the competencies of the daycare staff through continual professional.

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

The B.A.S.E. Daycare Program forms partnerships with universities, not-for-profit organizations and extracurricular activity companies to offer a full range of enriching programs to students at no additional cost to parents. These activities can take place during all daycare periods—morning, lunch and after-school—and are usually offered through three sessions of eight to 10 weeks. **These specialized activities vary from daycare to daycare and complement what the daycare educators are already facilitating with their group of students.**

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, signed, dated and returned to the daycare for **each** child being registered in daycare.

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.** In order 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

In order 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, August 30, 2022 to Thursday, June 22, 2023 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

- Morning Period: 7:00-7:55
- Lunch Period: 11:02-12:20
- Afterschool Period: 14:40-18:00

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		
<p>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.</p>		
Fees:	<p>Regular school day: \$8.95 for a maximum of five hours Pedagogical day: \$12.00 for a total of 10 hours <i>(additional activity fees may apply)</i></p>	
Lunch Fees:	Five days/week:	Lunch fees are <u>included</u> in the \$8.95/day for a regular student attending for five days.
	Four days/week:	Lunch fees are <u>included</u> in the \$8.95/day for a regular student attending for four 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>
	Three days/week:	Lunch fees are <u>included</u> in the \$8.95/day for a regular student attending for three 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 days.</u>
	Two days/week:	Lunch fees are <u>included</u> in the \$8.95/day for a regular student attending for two days. If the student attends only at lunchtime on the 3 rd , 4 th and 5 th 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 \$8.95/day for a regular student attending for one day. If the student attends only at lunchtime on the 2 nd , 3 rd , 4 th and 5 th days, then <u>lunch fees must be paid for the 2nd, 3rd, 4th and 5th day.</u>

B. 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 pedagogical day.

Fees:	Regular School Day:	Fees are based on the blocks the student attends (partial or full)
	Morning Period:	\$2.76/day (Pricing is based on a maximum of \$3.00/hr). 7:00-7:55 = .55 X \$3.00 = \$2.76
	Lunch Period:	Depending on the program the student is registered in, lunch fees are paid to the school or to the daycare. <u>School Lunch Fee: \$1.30/day</u> <u>Daycare Lunch Fee: \$1.30/day</u>
	Afternoon Period:	\$9.99/day (Pricing is based on a maximum of \$3.00/hr). 14:40-18:00 = 3.20 X \$3.00 = \$9.99
	Pedagogical Day:	\$12.00 for a total of 10 hours (<i>additional activity fees may apply</i>)

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.

Fees:	Regular School Day:	Fees are based on the blocks the student attends (partial or full)
	Morning Period:	\$2.76/day (Pricing is based on a maximum of \$3.00/hr). 7:00 am to 7:55 am = 0.55 hrs x \$3.00 = \$2.76
	Afternoon Period:	\$9.99/day (Pricing is based on a maximum of \$3.00/hr). 3:30 pm to 6:00 pm = 2.5 hrs x \$3.00 = \$7.50
	AM + PM:	\$12.75/day
	Pedagogical Day:	\$12.00 for a total of 10 hours (<i>additional activity fees may apply</i>)
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.
- Absences deemed refundable are those for surgeries and absences more than **five consecutive days** with a medical note.
- There are no administrative fees or registration fees.
- There is a late pick-up fee of \$1.25 / minute per family after 6:00 p.m.

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. The methods of payment that can be used are cash, cheques and online. Cheques are payable to “Edinburgh 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 unacceptable. 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**.

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 Mosaik. 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, 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 his or her child enters via the **daycare entrance in the morning** when being dropped off. The B.A.S.E. morning drop-off is located on “Edinburgh Avenue” adjacent the junior play park.
- Please use the same daycare entrance for afternoon pick-up as you do for morning drop-off. **Parents are not be permitted to walk past the daycare entrance for security reasons.** A daycare educator will call your child and he/she will be reminded to bring down all his/her belongings. He/she 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 he/she leaves the building).**
- If the student is an occasional walker, then it must be indicated on his/her 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:

- Strathearn Park outdoor location/Mountainview School indoor location
- Mr. Gaetano Sifoni
- 514-486-0981 / 514-483-3477 (Mountainview School)

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 Twitter account @Englishmtl and your 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. In order 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 his/her head, however minor it might be, the child's parent will be notified by telephone.
- Head Lice: As per school policy, the child will be sent home so that a treatment can be administered. He/she will be permitted to return once all the lice and nits have been removed.

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
2022-2023

- ✓ I have received a copy of the 2022-2023 Edinburgh Elementary School 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 Edinburgh Elementary School 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 Edinburgh Elementary School B.A.S.E. Daycare.