



Westmount Centre Pedagogical Day Programs Parent Handbook 2023-2024



OUR VISION

The Westmount Y Ped Day Program are open to children from Kindergarten through Grade 6, and are designed to meet the needs of parents/guardians requiring child care for children when a school is closed on Pedagogical days or extended breaks (December-January winter break). *Please take note that the Westmount YMCA follows the English Montreal School Board Calendar.* We provide a positive, caring and happy environment for children to play, socialize and learn. Our program provides a safe setting in which all children are given the opportunity for personal growth and the development of self-esteem. We are committed to offering programs that focus on security, independence, and social skills for children in our community.

OUR STAFF

Our staff stresses the importance of cooperation among the members of the group, without losing sight of the individual. This goal is achieved largely through fostering positive relationships between the staff and the children.

Our staff's qualifications are diverse, and touch on many areas, including; sports, cooperative games, music, science, theater, and the Y's renowned aquatics program. Each staff member is bilingual, has extensive experience working with children, and is trained in *First Aid* and *CPR*. All have the dedication and patience to provide a safe and stimulating environment for your child. Qualified animators will guide all activities and are selected for their knowledge, experience, and dedication to YMCA values.

ADMINISTRATION:

- **Jonathan Kruidbos** –Coordinator
514-931-1273 ; jonathan.kruidbos@ymcaguebec.org

PEDAGOGICAL DAY PROGRAM – GENERAL INFORMATION

Our Pedagogical Day Program provides your child with an opportunity to enjoy a day away from school in a safe and fun environment from 8:00am to 6:00pm. While at the Westmount Y Centre, children are guided and supervised by experienced and enthusiastic animators at all times. Our ratio of children to animators is 10:1. A typical day may include cooperative games, sports, arts & crafts, swimming, and outdoor play.

Drop off and pick up of children will be done on the child development mezzanine floor. Procedures for drop off and pick up will be communicated by email a few days before the PED day.

WHAT TO BRING IN A BACKPACK (label everything with the child's name):

- healthy lunch & 2 snacks (peanut/nut free)
- refillable water bottle
- swim suit
- swim cap (mandatory for all participants)
- Ziploc bag for wet bathing suit
- towel
- running shoes
- outdoor clothes depending on the weather (coat/hat/mitten/boots/rain gear/snow pants)

LUNCH AND SNACKS

In the interest of the safety, health and well-being of our participants, please consider the following points with respect to food brought to the YMCA:

- The Westmount Y Child Development Programs are a peanut/nut free environment.

- The YMCA encourages proper nutritional habits. Please support our efforts by refraining from sending your child to our children's programs with soft drinks, chocolate bars, chips, gum, or candy.
- Should your child have any food allergies or restrictions, it is important that they are clearly indicated in the registration custom questions.

PED DAY FEE SUMMARIES

	RATE 2023	RATE 2024
Daily	\$55.00	TBA
March Break	---	TBA

** prices subject to change, with notice provided)*

** Register early to ensure a place in the program*

** A second child (as well as subsequent children) registering for the program is entitled to a 5% discount*

REGISTRATION AND PAYMENT

Registration is done online. All registration information must be fully completed and payments must be made prior to your child's admission into the Program. Fees must be paid in full (MasterCard, Visa, or Debit Card).

TAX RECEIPTS

Tax receipts will be issued in February, through the mail, for the most recent tax year. These will be mailed to the address on the YMCA's of Quebec receipt you received at the time of registration. Please notify our child development administration of any change or correction in your personal information (address – including apartment number, name of person making the tax claim etc.), which could delay receiving your documents.

FINANCIAL ASSISTANCE

Reflective of the YMCA's of Quebec role in the community, people on limited income will not be denied access to our services or programs. If you feel you may qualify, please contact us. Be assured of our discretion.

HEALTH AND SAFETY

The safety and wellbeing of all After School participants is our prime concern. The following are some points to consider in helping us take care of your children. We ask that participants' files be kept up to date with any relevant medical conditions, including any type of allergy, emotional and/or physical difficulty.

- **Allergies:**
 - Please ensure that any life-threatening allergies or any illness requiring medication is clearly indicated on Ped Day registration form.
 - If your child carries an EPIPEN or ventilator they must have it on them at all times. The Child Development Coordinator and the child's animator must be made aware.
 - Please specify any precautions that must be taken with your child.
 - If your child has a medical alert bracelet, please ensure that they wear it at all times during their time at the Y.
- **Administration of medication:**

- The administration of medication requires the written consent of the child's parent/guardian, and a copy of a valid prescription and a medical authorization form.
- Prescription medication must be provided in its original packaging and must contain the following information: the child's name, date of the prescription, doctor's name, required dosage and the name of the medication. Every morning, this medication must be given directly to the administrative staff.
- Over-the-counter medication will not be administered to a child, under any circumstances (Tylenol, Advil, etc.).

ILLNESS

If a child is displaying one or more of these symptoms of illness, they **CANNOT** come to the program:

- A temperature greater than 38°C
- Diarrhea or vomiting
- Cough
- A pale or flush complexion, skin outbreak
- Or if they seem out of sorts

We will inform you of any changes in your child's health. Should they have any of the symptoms mentioned above, you will be required to promptly come pick them up.

In the event of an incident or accident, administration will notify you as soon as possible.

LICE

If a child has lice, we will ask parents/guardians to pick up the child as soon as possible. To ensure it does not spread, parents must administer the recommended treatment for lice before the child will be allowed back to the program.

PERSONAL BELONGINGS

As we are "on the go" for most of the day, please consider the following points with respect to your child's personal belongings.

- Please do not send toys, cell phones, iPads or money to the YMCA. We would not want these items to return damaged or to be lost.
- We encourage you to label all of your child's items, including all clothing, lunch box, water bottle and school bag.
- Lost items will be placed in the lost and found located next to the Child Development Office on the Mezzanine level at the YMCA.

CHILDREN WITH DIFFERENT NEEDS

Our goal is to provide a safe, fun, and positive experience for all of our participants. We believe that with understanding and support, every child has an important contribution to make within the community. For this reason we follow a policy of including children with different needs within our programs whenever possible. Children with different needs benefit from being included in a stimulating environment with other children who, in turn, learn at an early age to understand and accept differences. Integration is facilitated through ongoing consultation with professionals in our community.

BEHAVIOUR CODE

In keeping with YMCA program values; there is a strong expectation that all program participants (including parents/guardians) uphold these principles of Respect, Honesty, Caring,

and Responsibility. We, therefore, will not support any use of inappropriate language, violence, bullying, being disruptive to staff or other participants, or any behavior not appropriate for a cooperative group setting. Such incidents will be discussed with parents/guardians, as a first step. We openly support collaboration between the home, school, and the YMCA as a vehicle for change and improvement in behavior. If there is no immediate change, further steps will be outlined, on a case by case basis, with the involvement of YMCA program coordinators and directors. The guiding principle behind any steps taken will always be the safety and well-being of program participants and staff.

CHANGES IN PICK UP

The only people authorized to pick up your child will be those listed on the registration form. If someone other than a parent or legal guardian will be picking your child, the proxy's name must be submitted, in advance, to the department administration. At pick up time, the proxy will be required to present themselves to the designated Y staff with photo identification. This mandatory precaution is to ensure the safety and protection of the child.

LATE PICK-UP

The Ped Day program runs until 6:00pm. We ask that all parents respect this closing time. Should you anticipate a delay, please notify us as soon as possible. A late fee of \$5.00 for every 5 minutes after closing time will be charged.