KA DAYCARE
2026 – 2027 SCHOOL YEAR

Knowlton Academy offers a non-profit, provincially subsidized daycare service to parents and guardians who wish to register for this service. The heart of the daycare service is its after-school program, which provides students with a safe, stimulating environment for supervised play, structured activities, and a calm homework period. The daycare is also able to accommodate children in the morning. It is a partner in the school's lunchtime supervision program. In addition, it offers outings and other activities during school pedagogical days that can be enjoyed by both regular and sporadic daycare students.

In 2026 - 2027, Knowlton Academy Daycare will be in its 28th year of operation. For many working parents in the Knowlton area, the service has become an indispensable child-care resource. For the children themselves, after-school time becomes an opportunity to play and learn in a group setting, in the company of friends and our friendly, professional staff.

Like any subsidized daycare, the Knowlton Academy Daycare requires a high level of commitment from participating parents and guardians. If you choose to use the service on a regular basis, you will be asked to sign a detailed contract at the beginning of the school year and, in particular, to commit to the service for the full school year. While some parents may find these requirements daunting, without this level of commitment we would be unable to guarantee the financial viability, and indeed the continued survival, of the daycare service.

If you think you might be interested in the daycare service, please read the following information carefully. You can also register your child online. For further information, **please call the Knowlton Academy Daycare at 450-242-1336.**



Financial Contributions and Payment Terms

- *Fees*: Daycare fees for the 2026-2027 year are decreed by the Ministry of Education as follows and are due every 2 weeks.

A.	**Regular Daycare Status (2026-2027)** A regular student is one who is registered and attending daycare for a minimum of one to five days per week and a minimum of two periods a day, including lunch period.	
Fees: Regular School Day: $ 10.00 per day Pedagogical Day: $ 17.05 (additional activity fees may apply)		
Lunch fees:	Five days/week	Lunch fees are included in the $10.00/day for a regular student attending for five days
	Four days/week	Lunch fees are included in the $10.00/day for a regular student for four days. Lunch fees must be paid to the school for the 5th day.
	Three days/week	Lunch fees are included in the $10.00/day for a regular student for three days. Lunch fees must be paid to the school for the 4th and 5th days.
	Two days/week	Lunch fees are included in the $10.00/day for a regular student for two days. Lunch fees must be paid to the school for the 3rd, 4th and 5th days.
	One day/week	Lunch fees are included in the $10.00/day for a regular student for two days. Lunch fees must be paid to the school for the 2nd, 3rd, 4th and 5th days.

**** Fees are subject to change in July of every year, as per the directives decreed by the Ministry of Education.***

B. Sporadic Status (2026-2027) A sporadic student is one who is registered but does not have a forecasted attendance. Families who require occasional daycare services may request sporadic attendance by communicating with the daycare technician at least 24 hours in advance. Spaces will be determined based on availability.		
Fees	Morning Period	3.85$
	Afternoon Period	8.25$
	Lunch Period	Lunch fees are paid to the school.
	Pedagogical Days	$ 17.05 (additional activity fees may apply).

- Daily absences or absences due to vacation are not refundable.
- Absences for more than 3 consecutive days for medical reasons are refundable with a medical note.
- Absences on pedagogical days are only refundable with a minimum of 1 week notice.
- Rates beyond hours of service (late fee): $8.55 per 15-min block. Please call the daycare at 450-242-1336 to leave a message stating the circumstances and to identify who will pick up the child. Please note that the person picking up your child may be asked to show some identification.

Payment Methods: Acceptable methods include cash, cheque or internet payment through most banking institutions.

Attendance Policies Regular and Sporadic

- *Regular Attendance*: Consistent attendance is encouraged to provide stability for your child. If your child will be absent, please notify the daycare technician no later than 11:00am the day of to assist with planning. Students who attend on a regular schedule (1,2 or 3 to 5 days a week) in the a.m. and/or the p.m. are automatically considered regular attendees on these days and included in the daycare count during lunch period. The decreed Ministry rate will apply.
- *Sporadic Attendance:* Families who require occasional daycare services may request sporadic attendance by communicating with the daycare technician at least 24 hours in advance. Spaces will be determined based on availability.

- Schedule Changes: Requests for changes in attendance schedules must be made in writing at least 2 weeks in advance and are subject to availability.

In order to benefit from not paying supervision fees, you must register your child/children before September 30, 2026. Registration after September 30, 2026, will result in no reimbursements. Example: If you register your child in daycare five days per week on November 1, 2026, you will still be charged your full supervision fees. The only exception is if your child/children is a new student to the school after September 30, 2026.

If your child is registered for a minimum of 1 day per week or more weekly, the cost is $10.00 per day. This is subject to change by the Government regarding funding parameters for subsidized daycares.

Please note that parents/guardians will be charged supervision fees if they pull their child out of daycare before **September 30, 2026.**

If you use the service sporadically, the cost per child will be **$3.85 for the morning and $8.25 for the afternoon**. (This is subject to change by the Ministry.)

- Parents must send written notification at least *24 hours in advance* for each time they wish to make use of the sporadic daycare service. **This notice must be given to the homeroom teacher and the daycare service or call the daycare to leave a message.**

- Partial hours will be billed according to the following:

Morning daycare is from 6:45 to 7:55 cost = $3.85
After school daycare is from 3pm to 5:30 cost = $8.25
Total for sporadic users am + pm = $12.10

- **As with general school procedures, regular transportation procedures will be followed unless there is an advance written notice to indicate otherwise.**

Due to required student/supervisor ratios for safety reasons, **sporadic children may only be accepted if space is available.**

General Information

As we are not recognized as an impoverished area, our daycare does not receive funding for snacks. Therefore, children must bring their own healthy snacks to daycare.

Opening Days and Hours

- Daycare services are available from August 28th, 2026, to June 22nd, 2027.
- The daycare operates on school days and most pedagogical days, Monday through Friday, Morning from 6:45am to 7:55am
  Lunch time is from 11:40am to 12:40pm.
  Afternoon 3pm to 5:30pm
  Pedagogical Days from 7:30am to 5:30pm.

(Subject to final confirmation of the school day schedule, minor changes may apply.)

Contract

All sections of the contract must be completed. If you plan to use the morning time slot, this must be indicated in the contract as we must respect supervision ratios at all times.

Sporadic use of either morning or afternoon time slots must be requested in writing at least 24 hours in advance.

Pedagogical and Planning Day (Ped days) and Non-School Days

The daycare aligns with the ETSB's calendar for pedagogical days and breaks. A detailed schedule of these days will be provided at the start of each school year and is available upon request.

The Daycare will be open on Ped Days where sufficient numbers warrant.

- The cost for these days is $17.05 per day for all children registered as part of the Knowlton Academy Daycare. (This is subject to change by the Ministry.)
- ***Additional fees may be added to cover additional costs of activities.***
- The daycare will be open from 7:30 to 5:30 p.m. on Ped days.
- Children must bring their lunches and snacks, unless otherwise indicated.
- Advance registration for Ped days is required.

- Attendance may be restricted to respect supervision ratios.

You may guarantee a spot for your child by pre-registering for Ped Days on your Enrolment Contract. This charge will be included with your monthly bill. **Cancellation of a Pre-Registered Ped Day must be received no later than one week prior to the said Ped Day, otherwise, the Ped Day Fees will apply.**

School Cancellations Closure Due to Weather or Force Majeure

- In events such as severe weather or other unforeseen circumstances, the daycare will be closed for the safety of the children and staff. Parents will be informed of closures via text communications or by visiting the ETSB website (www.etsb.qc.ca) Refunds will be issued in such cases.

Holidays

Daycare will not be open on the following holidays: Labour Day, Thanksgiving, Christmas break, March break, Easter break, Patriots Day (Victoria Day), and summer vacation.

Payment Procedures and Tax Receipts

Fees may be paid online with the following banks, BMO, Banque Nationale, Desjardins, Scotia Bank, TD and Tangerine. You may also pay by cheque or cash directly to the daycare. Receipts will be issued when paying cash. At the end of February, the main payer of the daycare fees will receive their tax receipts for the year via Mosaik. The Social Insurance Number (SIN) of each payer will be collected upon registration. If a parent/guardian refuses to provide a SIN, a waiver must be signed.

Please note that only fees beyond $10.00 per day are eligible for a QC tax deduction.

Parents will be asked to follow procedures indicated by the Daycare Technician and specific dates to submit payment in a sealed and identified envelope will be required. **Bills will be issued every two weeks by email.**

Sporadic students will also receive a Statement of Account for payment.

Should a cheque not be approved at any given time, the parent will be required to pay in ***cash only*****.** The parents will also be billed for any bank fees incurred as a result of NSF cheques.

Failure to make payments.

If payments are not made, the following steps will be taken:
*A verbal reminder will be made.
*A written notice will be issued.

*A final written notice plus suspension from the daycare service until the payment is made in full.
***Unpaid debts will be forwarded to a collection agency.**

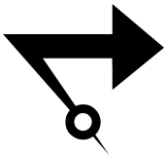
Families who require repeated reminders to respect the payment schedule and procedures will no longer receive daycare service and will be removed for the balance of the year. Debts owed under the daycare contract will be forwarded to a collection agency.

Respecting Your Contract

As indicated previously; in order to maintain a viable daycare, the commitment of the participants is essential. Therefore, should you decide to withdraw your child from the daycare service prior to the end of the school year, a prorated "Termination Fee" will be applied. This fee will represent a **two-week penalty fee.** Termination of a contract **requires a two week advance written notice.** If advance written notice is not received at least two weeks prior to the end of the month, then normal charges for the upcoming month will be applied.

There is no reimbursement of the fees collected for any child who withdraws from daycare mid-month.

Safety Rules for the Protection of Your Child



- At Knowlton Academy Daycare our ratio is 1 worker to 20 or less children.
- *Once you enter the door to pick up your child, he/she no longer falls under the supervision and responsibility of the daycare*.
- **As with school safety procedures, parents must notify the daycare staff in writing in advance if someone other than the custodial parent is picking up the child.** We would also like to meet that person in advance, if possible. If this is not possible, we will ask the person picking up the child to show us some form of I.D.
- In the event that an adult who arrives at the Knowlton Academy daycare to pick up a child is suspected to be under the influence of drugs or alcohol, the following 2 actions will be taken:

  #1- The adult will be requested to leave the Daycare immediately and instructed to arrange for another trusted person to take the child home. (The parent will be billed for any extra costs incurred.)

  #2- All incidents of "suspicion" will be reported to the Knowlton Academy School principal. Further action may be required in the best interest of the children.

Location

The daycare is located in the basement and consists of three classrooms and a private bathroom. The daycare staff also organizes activities in other areas of the building and on the playground.

Students are required to remain with their daycare group, under the supervision of the daycare staff.

Procedure for Arrival and Departure

Pick-Up and Drop-Off Location: Door 6.
For **drop-off,** children must be accompanied by a parent or authorized guardian and accounted for upon arrival. **Pick-up,** children will only be released to parents or individuals authorized in writing. Please ensure a daycare educator sees you before you leave or take your child with you. A valid ID may be required for verification purposes. Please inform the daycare technician if someone other than the usual caregiver will be picking up your child.

Code of Conduct

Knowlton Academy Daycare follows the same code of conduct as Knowlton Academy School. The daycare wishes to provide a friendly and peaceful environment for your children. If behavior problems occur, you will be notified.

- For safety reasons, repeated negative behavior will result in the expulsion of your child from the service.
- A student may also be expelled from daycare following an act that endangers the safety or wellbeing of others including staff, even if this has not been a repeated behavior.

Suspension or Exclusion Conditions

- The school principal, upon the recommendation of the daycare technician, reserves the right to suspend or exclude a child if:
  - The child's behavior poses a threat to themselves or others.
  - There is a failure to comply with the daycare's policies.
  - There is a failure to comply with daycare payment obligations.

Parents will be notified promptly of any such actions and **will be** involved in discussions regarding the decision.

Medication Policy

The Knowlton Academy Daycare follows the "School Plan Regarding the Distribution of Medication to Students". Daycare staff are unauthorized to administer any form of medication to a child without written permission from the parent/guardian and a copy of the prescription.

In the best interest of all students and staff, the following regulations are critical in reducing the risk of spreading illness:

- If a child is not feeling well, he/she cannot be sent to daycare.
- If a child becomes ill while attending daycare (or prior to the end of the school day), the parents will be contacted and asked to pick up their child immediately.

Thank you for your interest in our daycare service. We hope to provide an enjoyable and rewarding experience to all children who attend our service.

