

# Allion Daycare/Lunch Policies

1. There are NO REFUNDS FOR PEDAGOGICAL DAYS OR OCCASIONAL ABSENCES. Prolonged absences may be considered. Medical forms must be completed at the daycare office regarding medications to be administered.
2. FEES are to be paid each month. On line or interact payment services are available. Monthly post-dated cheques can be forwarded to the daycare office. Cash is accepted in emergency situations. All cheques are payable to ALLION SCHOOL.
3. All children are expected to follow the school rules in daycare/lunch program according to Allion's "Code of Conduct" which may be located in your child's agenda.
4. Parents are responsible for transportation to & from daycare. Children must be dropped off and picked up DIRECTLY into & from daycare. Parents must SIGN IN/OUT the attendance form with the time of arrival/departure. (LATE CHARGE: \$1.00 per minute after 6:00 pm). Authorized individuals must be written on the registration form for emergency pick up and provide identification upon request. Please provide a written note to daycare should your child leave school early. In this situation your child must be signed out at the school office.
5. Ped Days are NOT included on the payment schedule regarding daycare. Parents must register 1-2 weeks in advance at the daycare office. An information letter will be posted on the daycare bulletin board before each ped day. Cost is \$10.00 plus activity fee. A permission slip must be filled out with the payment.
6. Please refrain from giving your child any foods containing NUTS. We have many children with life threatening allergies!
7. FOODS to avoid sending with your child: snacks resembling candy, chocolate, chips, soft drinks, tea/coffee, and (chewing gum).
8. Chartwells hot lunch service will be offered for a nominal fee. Chartwells forms will be forwarded each period commencing October and must be returned to daycare within the time limit. A Chartwells employee will collect and process the forms. (NO POSTED CHEQUES accepted)
9. Parents can use an insulated thermos in providing their child with a warm meal. An ice pack should be used to prevent food from spoiling. Parents must provide a LUNCH, UTENSILS and juice/ water.
10. Tax receipts are forwarded c/o your child before the end of February. For more information please contact Linda Aubertin, Daycare Technician at 514-595-2138