



Mini-pouce daycare program

Customer base :

We primarily serve families in the Adélarde Dugré sector and participants in activities offered at Maison Coup de Pouce, including food assistance and adult classes. People looking for jobs too.

We accept all aged children between 6 month And 4 years**

* If there is a pressing need, accommodation is possible at our discretion.

Cost :

Priority customers:The daycare is voluntary, which means that there is no fixed amount required, but you can give whatever amount you are able to give, this is at your discretion.

Customers outside the sector and who do not use MCP activities:an amount of \$3 will be required per time slot.

Please note that the amount of \$3 must be paid in cash upon arrival with the child.

Registration :

When it comes to registering your child for the daycare, it will be important to call on Friday from 9:00 a.m. to 3:00 p.m. of the week preceding the week of service you want to reserve and a confirmation will be made the following Monday, before 4:00 p.m. You must call 819-693-7036 and ask to speak to Jessie or leave a message. You can also communicate on the Maison Coup de Pouce Facebook at <https://www.facebook.com/MaisoncoupdepouceTR>

For example,you want to book in the week of October 12,13,14,15. You must call Friday October 8 and wait for your confirmation on Monday October 11.

Daycare schedule

- Monday from 1:00 p.m. to 4:00 p.m.
- Tuesday from 8:30 a.m. to 4:00 p.m.
- Wednesday from 8:30 a.m. to 4:00 p.m.
- Thursday 8:30 a.m. to 12:00 p.m.

* Please note that you may not have access to all time slots depending on demand and prioritization.

Daycare rules:

1. Children are welcomed from 8:30 a.m.
2. Children's departure is at the time indicated in the schedule only, otherwise you will incur a fee of \$1 per minute late. (For example, you arrive at 12:05 p.m. on Thursday, you have a \$5 fee. You arrive at 4:30 p.m. on Wednesday you have a \$30 fee) ***If late fees or service payments cannot be paid and there is an accumulation of delays, we reserve the right to refuse access to the service until the entire debt is paid. *** Please note that after 3 delays we can deprive the parent of bringing their child to the daycare for 1 week.
3. Please note that it will be important to notify us as quickly as possible, by telephone or Facebook, in the event that the child cannot attend the daycare.

Essential information:

It is important for parents to provide us with a valid and accessible telephone number in the event of an emergency.

We are not authorized to administer medication to children without a prescription and written authorization from the parent. In the case of fever, cough or other symptoms that could appear to be contagious, we ask parents not to bring their children to the daycare given the current pandemic situation. We reserve the right to refuse the child upon arrival if he or she presents symptoms.

Closure of the daycare

Please note that the daycare service is interrupted during the holiday period, from December 23 to January 9 inclusive. In addition, the service is also interrupted during the summer period, from June 22 to September 13 inclusive.

Important materials for daycare

To ensure your child has a better experience at daycare, here is what is important to bring:

- A bag containing all your well-identified personal items
- Spare clothes in case of damage (example: pants, sweaters, onesies, socks, bibs)
- During the seasons, it is important to dress your child accordingly to the temperature
- Important to bring disposable or washable diapers (and for washable diapers please bring the carrying bag for soiled diapers)
- Bring baby cream/powder (depending on what is used at home during diaper changes) and baby wipes
- If your child drinks milk from a bottle, it is important to provide us with the necessary equipment (bottle, powdered milk/breast milk)
- Bring a pacifier clip in case your child uses the pacifier for hygiene reasons

Important information regarding COVID-19

With the current pandemic situation, any child presenting symptoms similar to those of Covid-19 will not be able to come to the daycare. As well as if other children, parents or other family members have symptoms or have been in contact with people with symptoms (fever, cough, runny nose, difficulty breathing, sore throat, extreme fatigue, loss sudden loss of smell and taste, pneumonia, etc.) should not come to the daycare. In this situation, it will be preferable to contact Maison Coup de Pouce by telephone at 819-

693-7036 to notify us as quickly as possible. We reserve the right to refuse the child if he or she presents symptoms

Authorization and consent

In this document, I _____ (first name) And name of _____ parent) _____ understands and agrees to respect the instructions and request daycare, otherwise penalties may apply.

* Please note that it would be important to follow us on the Maison Coup de Pouce Facebook page, as we will publish important information regarding the daycare. *

Child's name: _____

Date : _____

Parent's signature: _____

Signature of the daycare manager: _____