



Westmount Centre  
Pedagogical Days Programs  
Parent Handbook 2021–2022



## **OUR VISION**

The Westmount Y Ped Days Programs are open to children from kindergarten through Grade 6, and are designed to meet the needs of parents/guardians requiring childcare when a school is closed on pedagogical days or extended breaks (December–January winter break). *Please 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 programs provide a safe setting in which all children are given the opportunity for personal growth and to develop their self-esteem. We are committed to offering programs that focus on security, independence, and social skills to 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, theatre, 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 program leaders will guide all activities and are selected for their knowledge, experience, and dedication to YMCA values.

## **ADMINISTRATION:**

- **Marie-Helene Navarra** – Director of Child Development  
514-931-6770, ext. 17229; marie-helene.navarra@ymcaquebec.org
- **Jonathan Kruidbos** – Coordinator  
514-931-6770, ext. 17224; jonathan.kruidbos@ymcaquebec.org

## **PEDAGOGICAL DAYS PROGRAMS – GENERAL INFORMATION**

Our Pedagogical Days Programs provide your child with an opportunity to enjoy a day away from school in a safe and fun environment from 8:00 a.m. to 6:00 p.m. While at the Westmount Y Centre, children are guided and supervised by experienced and enthusiastic program leaders at all times. Our ratio of children to leader is 10:1. A typical day may include cooperative games, sports, arts and crafts, swimming, and cooking. A schedule of the day's activities will be sent in advance by email.

***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, since regulations may change due to COVID-19 restrictions (e.g., masks, hand disinfection, access to classrooms, COVID-19 questions, etc.).***

### **WHAT TO PACK IN THEIR BACKPACK (label everything with the child's name):**

- healthy lunch and two snacks (peanut/nut free)
- refillable water bottle
- swimsuit
- swim cap (mandatory for all participants)
- Ziploc bag for wet bathing suit
- towel
- running shoes
- outdoor clothes depending on the weather (coat/hat/mittens/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 packing soft drinks, chocolate bars, chips, gum, or candy in your child's lunchbox.
- Should your child have any food allergies or restrictions, it is important that they are clearly indicated in the custom registration questions.

## PED DAY FEE SUMMARY\*

|             | RATE 2021 | RATE 2022 |
|-------------|-----------|-----------|
| Daily       | \$51.50   | 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 (accepted payment methods: MasterCard, Visa, or debit card).

## TAX RECEIPTS

Tax receipts will be issued by mail in February for the most recent tax year. These will be mailed to the address on the YMCAs of Québec's 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 YMCAs of Québec's 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. All requests for financial assistance are kept confidential.

## **HEALTH AND SAFETY**

The safety and well-being of all 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 are kept up to date with any relevant medical conditions, including any type of allergy, and emotional or physical difficulty.

- **Allergies:**
  - Please ensure that any life-threatening allergies or any illness requiring medication is clearly indicated on the Ped Day registration form.
  - If your child carries an EPIPEN or inhaler, they must have it on them at all times. The Child Development Coordinator and the child's Program Leader 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 (Tylenol, Advil, etc.) will not be administered to a child, under any circumstances.

## **ILLNESS**

If a child is displaying one or more of these symptoms of illness, they CANNOT attend 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 your child's items, including clothing, lunchboxes, water bottles and school bags.
- 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 our participants. We believe that with understanding and support, every child has an important contribution to make to the community. For this reason, we follow a policy of including children with different needs in 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.

## **CODE OF CONDUCT**

In keeping with YMCA program values, there is a strong expectation that all program participants (including parents/guardians) uphold the 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 behaviour 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 YMCA as a vehicle for change and improvement in behaviour. 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 up, 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 6:00 p.m. We ask that all parents respect the closing time. Should you anticipate a delay, please notify us as soon as possible. A late fee of \$5 for every 5 minutes after closing time will be charged.