

# KaZCan Daycare



Information Booklet  
2025-2026

## Name, Address and Phone Numbers of the Center

Name: KazCan Daycare Program

Address: 9 Ch. Begley  
Kazabazua, Quebec  
J0x 1X0

Phone Numbers: Office: (819) 467-2865

Educator: Caitlan Sullivan

Technician: Lisa Savard

Principal: Alana Albert

## Opening Hours

Morning: 7:00 a.m. to 8:00 a.m.

Lunch Hour: 11:30 to 12:30

After School: 2:30 p.m. to 5:30pm

P.D. Days: 7:00 a.m. to 5:30 p.m.

The center opens at 7:00 a.m. Children should not be left at the school before that time since there is no supervision.

KazCan is closed during all school holidays.

**\*\*All full time daycare students must be registered by September 30, 2025. (which means attending daycare On a regular basis at least 1 day per week)**

## Fees

### Regular Users Daily Rate

Children who:

- are attending KaZCan Daycare on regular preset days each week.
- are registered and attending before September 30th.

Regular school days	per child	\$ 9.70
P.D. Days	per child	\$ 15.20

### Sporadic Users Daily Rate

Children who:

- are attending KaZCan Daycare on sporadic days.
- or are registered and attending after September 30th.

Morning only	per child	\$ 3.15
Afternoon only	per child	\$ 9.45
Morning and afternoon	per child	\$ 12.60
*P.D. Days	per child	\$ 15.20

If you require morning daycare, please give 2 days notice.

★ Open to any and all students of Queen Elizabeth School.

## PD Days

All students, including regular Kazcan Daycare users planning to attend must return a completed registration slip to the school before the indicated deadline. Fees are not refundable if your child is absent. Late registrations and/or last minute drop-ins will not be accepted. Non-Regular users must include cash or a cheque along with their registration made payable to *Queen Elizabeth School*.

## Payments

- Payments must be made by cheque, cash or online every month for the previous month. You will receive an invoice every month with the amount owing.

Cheques should be made payable to:  
**Queen Elizabeth School**

- Please show the time period the payment covers and your child's name on the reverse side of the cheque.

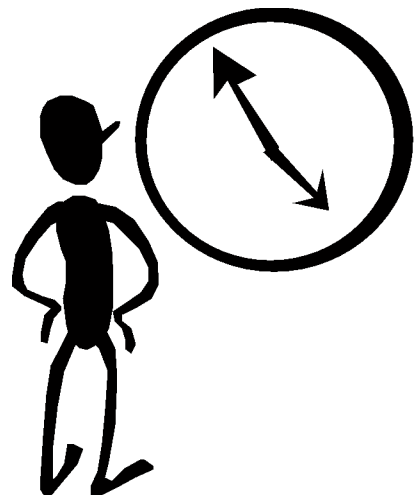
*- Parents will not be reimbursed for absences or minor suspensions ( 1 to 5 days ). In case of prolonged absences due to illness or long term suspensions please contact the school principal. KazCan Daycare Program follows the same rules as the school.*

- If, after 2 weeks, an account has not been settled the child/ren may be refused access to daycare for the following week or until the account is paid.

If at any time payment presents a problem, please contact the school principal.

- Receipts will be provided for income tax purposes where applicable .

- If a parent is late picking up his or her child an additional \$1.00 per minute late fee will be added to the monthly bill.



## Snack

We request that parents provide an extra snack for after school .

## Clothes and Personal Belongings

- Please label everything with your child's name and leave a change of clothing with KazCan Daycare if required.

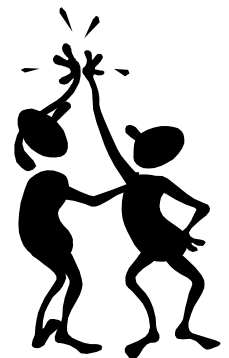
## Children Experiencing Difficulties

- If a child is experiencing difficulties at the KazCan Daycare, the staff will work in collaboration with parents in an attempt to resolve the situation. However if after repeated efforts the situation does not improve, the principal may suspend the child from the KazCan Daycare program.

## School Closing

- In the case of early school closings, the KazCan Daycare will also be closed.

Please note that once parents have been informed of the school closing, it is their responsibility to ensure that their child is picked up by the time the school closes  
or to make alternative arrangements.



## Emergency

- Parents are responsible for ensuring that KaZCan Daycare has up to date names and telephone numbers of people who will be available should an emergency arise and parents cannot be reached .

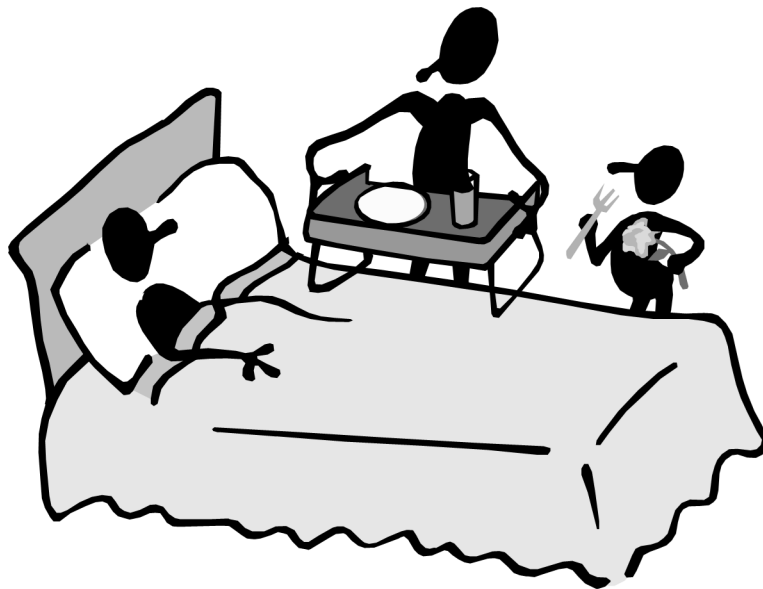
## Accidents

- Parents will be notified at once. If we cannot get in touch with a parent, the emergency number will be called.
- If an accident is severe and the Daycare feels that the child should receive immediate medical attention, an ambulance may be called.  
**Should an ambulance be required, it will be the parents responsibility to defray the cost.**
- Parents should note that the only health and accident insurance which applies to students is the normal coverage under the Québec Health Insurance plan.
- The School Board does not carry additional coverage for injuries or illness which occur in Daycare, and which could lead to ambulance transportation, dental care or any other expenses not covered by Québec Medicare. Parents should ensure that they carry coverage against these eventualities.

## Health and Medication

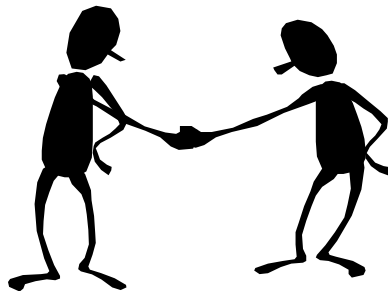
-If a child requires medication:

- It must be prescribed by a doctor.
- The medication must be in its prescription bottle.
- Parents must bring the medication to the Daycare. **A child cannot carry medication.**
- Parents must complete the form "Authorization to Administer Medication"
- It is also very important that the parent inform the Daycare Educator or Technician of any serious health problems: allergies, diabetes, asthma, migraines, etc.



## Parents are asked to:

- Read the rules.
- Fill out the registration/ emergency form.
- Sign their children in ( for a.m. users) and sign their children out on a daily basis.
- Provide **written notice** if a child will be absent from Daycare.
- Notify the Daycare Educator or Technician, **in writing**, of any change concerning the person supposed to pick up a child.
- Pay on a regular basis.
- Respect the operating hours of the Daycare.
- Respect the implementation of the School's and Daycare Anti-Bullying Rules with regards to Bill 56.
- Daycare and School Rules are the same.



## Children are asked to:

- Respect themselves, adults, other children and the environment.
- Respect and follow the School's and Daycare Anti-Bullying Rules with regards to Law 56.
- Play safely.
- Respect the "Quiet Work Model" in use during homework and instruction time.
- Respect user regulations concerning access to the Internet.
- Not circulate in the school without authorization from the Daycare Educator.



## The KazCan Daycare will:

-Respect parents' options concerning the attendance of their child.

-Use the "Quiet Work Model" during homework and instruction time.

-Communicate with the parents.

- Take attendance.

- Issue receipts.

-Follow the rules concerning medication and emergencies.

-Follow the School's and Daycare's Anti-Bullying Rules with regards to Law 56.

-Adhere to all safety and procedural guidelines set out by the School and the Daycare.

-Promote awareness of the Emergency Preparedness Plan amongst parents and guardians.

-Practice the Emergency Preparedness Plan throughout the school year on a regular basis.

