

# LA HALTE-RÉPIT DE LA A DAYCARE DROP-OFF



## WHAT'S A DAYCARE DROP-OFF?

This is an **occasional** and **temporary** service for kids aged between 6 months old to 5 years old, providing parents time to rest, to run errands or to work.



**You must be a member to have access to this service at the Maison de la Famille Rive Sud. If you are not already a member, you can become one by clicking the following link: <http://www.maisonfamille-rs.org/devenir-membre>**

## FEES

- The fee is \$25 for a day, or \$5 per hour, per child. It is possible to take a financial arrangement, if necessary. If it applies, please refer to the person in charge.
- The service is payable in cash at the end of the day or via our website, at the following link: <https://www.maisonfamille-rs.org/event-details/paiement-halte-repit>

## HOW TO REGISTER YOUR CHILD

- Registrations open a week in advance. Therefore, to book for the 8th, 9th or 12th of the following calendar, you must contact us from Monday the 1st, one week in advance.
- You can book from Monday, but be quick! Places fill up very quickly. You may contact the person in charge of the daycare drop-off from 8:00AM without any problem!
- To book, you must write to Geneviève by email ([gmallette@maisonfamille-rs.org](mailto:gmallette@maisonfamille-rs.org)) or via her professional facebook page (Geneviève Mallette Mfrs) at the following link: <https://www.facebook.com/genevieve.mallette.505>
- You can also call, but it's easier by direct messages!

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## HOW TO REGISTER YOUR CHILD

- Unfortunately, there is no way to optimize registrations except by calling at the right time. It happens that places fill up in 30 minutes!
- If you need to cancel a registration, it is important to notify the head of the department before 9:00AM, by email, by message or by phone. Otherwise, we will ask you to pay the fees associated with the reserved time slot.
- As the demand is very high, we must limit registrations to one time slot per week, per family. Remember that we are a temporary and occasional service!

## OUR RATIO

- We accept a maximum of 6 kids: 2 kids below 18 months old and 4 kids older than 18 months.
- We are always two educators: an employee joined by an intern.

## OUR SCHEDULE

- We open at 8:30AM and we close at 4:00PM
- **We ask you to arrive between 8:30 and 9:30 in the morning to facilitate the routine.**
- **Since January 1st, 2025, a fee of \$5 for each 10 minutes late at the end of the day is applied.**

## OUR ROUTINE

- One of the benefits about a daycare drop-off is that we adapt to the children present, not the other way around. Therefore, if your child requires to be rocked to sleep, we will happily do it. **We accept cloth diapers, kids who follow baby led weaning, etc.**
- Usually, snack time happens around 9:30AM, followed by lunch at 11:15AM. Nap time begins at noon, and our second snack time follows after the children wake up.

## INTEGRATION

- When children come for the first time, we suggest going through an integration process, following you and your child's pace. If your child has never attended a childcare service, we suggest starting with 1 to 2 hours in the morning. Gradually, as your child adapts to the environment, we can lengthen the time periods.
- We are open to you joining your child in entering the room for their first visits.
- **There will be a document to fill out the first time your child joins us, for identification purposes.** We recommend planning a couple of minutes to this effect.

## OUR SPACE

- Our address is 5501 rue St-Georges, Lévis
- The entrance for the daycare is on the same side as the parking shared with the school.
- We have access to a safe playground, surrounded by a fence. We spend most of our time out there with the kids, as soon as the weather allows us to.

## WHAT TO BRING?

- A change of clothes (even if your child is potty trained)
- Outdoor clothes adapted to the weather
- Enough diapers
- Lunch, snacks and milk if necessary (we have a fridge, a microwave and a bottle warmer).
- Your child's blanket, plushy or pacifier. Anything that brings them comfort.
- **Please identify every item with your child's name**

## OUR VALUES

- Your child's well-being is our priority! It is essential for us to be able to answer their needs, which is why we prioritize a smaller ratio, an integration period, etc.
- We like to play outside as often as possible
- Your well-being as a parent is also important to us! If you have questions, worries, or anything in between, please feel free to share them with us. We are there for you.

# SICKNESS

- If in the last 36 hours, your child experienced one or more symptoms from the following list, please stay at home:
  - New or worsened cough
  - Throat ache
  - Congestion
  - New or worsened nasal discharge
  - Vomiting
  - Diarrhea
  - Fever
  - Significant fatigue
  - Shortness of breath
  - Any other unusual symptom
- If the symptoms are controlled by medication, we ask you to stay home to rest and protect other participants and workers.

# OUR TEAM



**Geneviève**

Head of the daycare drop-off,  
educator and family support worker



**Ulrich**

Educator and family support  
worker



**Kim**

Educator and family support  
worker



**Marie-Ève**

Educator and family support  
worker



**Valérie**

Educator and family support  
worker



**Mélissa**

Educator and family support  
worker



**Ariane**

Educator and family support  
worker



**Sarah-Maude**

Educator and family support  
worker