

### **MODALITIES FOR THE DROP-IN DAYCARE CENTRE\***

\*Please note that these rules may be changed at any time without notice.

#### **DESCRIPTION OF THE SERVICE**

The Drop-in Daycare is a free community service for families residing in the Peter McGill District of Ville-Marie. The daycare is located on the ground floor of the YWCA Montreal, in the Centre Multi, and its capacity is 6 children per childcare period.

#### **OPENING HOURS**

Tuesday to Friday: from 9:30 a.m. to 12:30 p.m.

#### **REGISTRATION**

Official registration for children at the drop-in daycare centre must be completed with the person in charge. The parent must bring **proof of residence** and **one piece of official ID** indicating the child's date of birth (RAMQ). The postal code of the family home must begin with one of the following sequences: **H2X, H3A, H3G, H3H, H3V, H3Y, and H3Z**.

#### **EXPECTATIONS AND PROCEDURES**

*Please put your initials at the end of each clause to show your understanding.*

➤ **Attendance and length of stay per visit**

The child may attend the drop-in daycare **up to two times per week** and may stay for a period of three hours each visit.

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➤ **Gradual Entry**

It is strongly recommended that the child starts attending the drop-in daycare on a gradual basis. For example, the parent may stay with the child for the first visit. If all goes well, the length of stay for the child can then increase gradually. The specific case for each child can be discussed with the person in charge.

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➤ **Arrival**

Upon arrival, the parent needs to help the child remove any outdoor clothing. The parent should stay the necessary time to ensure that her child feels comfortable.

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➤ **Contact**

When a child is at the drop-in daycare, it is very important to be able to reach the parents. We strongly recommend that parents answer any phone calls while the child is attending the service and activate the message system on their personal cell phones.

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➤ **Change of clothes**

The parent should bring shoes and a change of clothes for the child. It is strongly recommended to identify the child's personal belongings. **The YWCA Montreal cannot be held responsible for any lost or damaged items.**

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➤ **Diapers**

Parents must provide diapers and wet wipes and the child's name must appear on these items. **Cloth diapers are not allowed at the daycare centre.**

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➤ **Toys from home**

Children can bring a blanket or stuffed animal. However, toys brought from home will not be permitted.

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➤ **Snacks**

Parents must provide the snack for their children. The only snacks permitted are fresh fruits and vegetables (a banana, carrots, apple sauce, etc.). The fruits or vegetables must be prepared and ready to eat. **Chocolate, candy, gum, peanuts and nuts are not permitted at any time.**

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➤ **Health**

Please note that staff at the daycare centre is not authorized to administer medication. To protect the children's health and avoid contagion, the person in charge of the drop-in daycare can, at any time, refuse a sick child and request that the parent pick up the child.

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➤ **Absence**

If your child will be absent, late, or needs to leave early, we require either verbal or written confirmation from you in advance or by 9:30 am the same day. Please contact the person in charge at **514-866-9941, ext. 209** or at [halte-garderie@ydesfemmesmtl.org](mailto:halte-garderie@ydesfemmesmtl.org).

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➤ **Absence unjustified and justified**

**After two absences which are unjustified**, the parent will not be able to benefit from the drop-in daycare service at the YWCA Montreal.

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➤ **Lateness**

The parent must come and pick up her or his child and must leave the premises before the closing time of the daycare centre at 12:30 pm. **Lateness will not be tolerated under any circumstances.**

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➤ **Non-compliance of rules**

If the rules are not followed, a first warning will be issued. If parents disregard the rules a second time, they will not be allowed to use the childcare centre. \_\_\_\_\_

➤ **Cancellation**

In case of cancellation, the person in charge will try to reach the parents by phone. \_\_\_\_\_

Read and approved at: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal guardian's name: \_\_\_\_\_ Signature: \_\_\_\_\_

**INFORMATION**

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