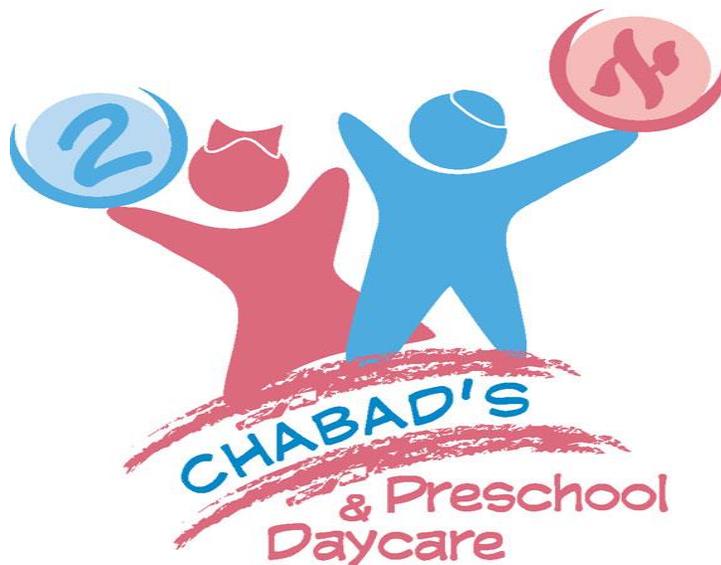


Parent Handbook September 2017



Chabad of Midtown
1344 Bathurst St.
Toronto Ontario M5R 3H7
www.chabadmt.com

This manual contains a lot of information; however, if you have any further questions, concerns or clarification requirements, please feel free to ask!

This handbook is a supplement to a seven page enrolment package with additional information, a calendar and a program statement.

Signing the application legally binds you to the policies in this handbook.

Dear Parents,

There is nothing more precious to you than your child/children, which is why we feel privileged that you have expressed an interest in Chabad's Preschool and Daycare.

We understand that choosing a childcare facility is not an easy task, and we hope that the information provided within this package will help you move towards a decision that you will feel confident about.

As you make your decision, we invite you to consider the following reasons why our center is both unique and special:-

- We offer progressive programs for infants, toddlers and preschoolers, as well as before and after care for local public schools.
- Our facility: a beautiful centre in a central location, clean, spacious and a perfectly cozy style environment.
- We offer a warm, nurturing safe and "homey" environment in which your child will develop, play, and learn with confidence.
- Chabad of Midtown offers a warm, creative and Jewish environment where children are exposed to the world of discovery, exploration, and learning.

An open dialogue with parents is the key to ensuring your child receives the greatest care, so if you have any questions about our centre, please don't hesitate to call me at 416-516-2005. You may also reach us on the supervisor phone for messages relating to you/your child such as a different person picking up or dropping off your child, absences and other important messages at St. Clair Infant Supervisor Cell: 416-457-9607

Bathurst Centre Supervisor Cell: 416-402-5814.

Sincerely,

Duora Deitsch

Founder, Director

PROGRAM STATEMENT

We, at Chabad of Midtown are a community based centre with emergent enriched programming. Through the use of educational resources such as the Early Learning for Every Child Today (ELECT) Framework and the How Does Learning Happen Pedagogy we operate a comprehensive, theme based, child oriented-adult supported program with a strong connection to our Jewish affiliation.

We view children as being competent and capable individuals and encourage each child to make choices with respect to his/herself, others and his/her environment so that he/she can develop self-confidence and a positive self-image.

We know that children are curious and rich in potential. To foster their curiosity and empower their potential, we educate children in a creative, supportive and warm Jewish environment so that not only will every child learn about life as a Jew, but they will learn to love it too.

We believe the core of a successful child care centre is the foundation of positive relationships between child and staff and families and staff. At Chabad of Midtown, we endeavour to nourish each child's heart and mind as we develop social, emotional, communicative, cognitive and physical skills to set him/her on the path to becoming a well-rounded individual capable of problem solving and self-regulation. We aim to communicate each child's growth and development with parents through day to day interactions, weekly newsletters, class dinners, curriculum nights and posting our program plans in each room so that the door for parental inquiry is always open and information is readily accessible.

We aim to provide a high-quality early learning care environment for each child. Our centre's professional development goals include hiring friendly, nurturing and educated staff that are committed to lifelong learning. We provide our staff with continuous training on updated policies and educational practices. We work as a team in trainings such as First Aid and CPR and ensure that staff qualifications and competencies are improved on an ongoing basis through quarter-annual staff meetings with third party educators for growth.

Chabad of Midtown strives to promote the health, safety, nutrition and well-being of all our children. Our staff knows that health and safety is a top priority at our centre. Every day, staff is responsible for implementing daily health observations on each child, ensure they are fed and dressed appropriately and communicate any concerns to the Supervisor. We contact families immediately if there are any health concerns and have an open door relationship where parents are able to call the Supervisor at any time for updates on their child. Playground safety checks are conducted by the staff each morning. If an accident occurs, staff complete an Accident Report describing the situation the well-being of each child involved.

Ensuring the safety of each child is implemented through our various center policies such as the Communication Policy, Child Abuse Policy, Health Policy, Playground Safety Policy, Supervision Policy and many more. Each staff is trained on our policies and you can find many of our policies at the back of our Parent Handbook, and ask the director for more comprehensive policies available in the staff room.

We strive to be your child's home away from home and your participation in our activities supports this greatly. While recognizing your child is in our care because you lead a busy life, we encourage you to support his or her experience in Chabad's Daycare as much as possible. We want you to feel as much a part of our family as does your child. To encourage an open parent/centre relationship, we:

- Run family dinners to get to know the families your child spends their day with.
- Conduct intake and orientation interviews
- Distribute weekly color photo e-newsletters informing you of upcoming events, past activities and milestones reached. Please let us know if for some reason you miss a newsletter.
- Maintain parent bulletin boards that feature weekly programs, menus, field trips. *(Please check the bulletin each day)*
- Post weekly calendars in each classroom featuring highlights for that week

Beyond the above, there are many ways in which you can become involved with the centre as well as your child's experience with us.

- For continuity in the home, engage your child in an activity they learned at the centre.
- Join us for Shabbat parties or other scheduled activities, or set a time with the supervisor to volunteer to accompany staff and children on any of our planned field trips
- Participate in different school events, like one of the many Jewish holiday family programs offered by Chabad.

Encouraging positive parent/centre relationships is an extension to our mandate of developing responsive, inclusive and positive relationships with each child. We believe that through positive relationships, each child will have the proper foundation to grow and self-regulate. Through our Behaviour Management Policy, we outline how to implement self-regulation amongst each child by training our staff on positive re-direction and re-enforcement. To support our staff in relation to continuous professional learning, our staff are evaluated on their behaviour guidance annually as an extensive measure to ensure our standards for behaviour management are being met and that each child is treated equitably and respectfully. We also provide one on one meetings, staff meetings and program planning development support and role modeling by being actively present in each room for various periods of time throughout the day.

The objectives of all good daycares are actually quite similar. They seek to create a warm healthy and happy environment where small children can grow and develop emotionally and cognitively, as well as physically.

The Chabad of Midtown Child Care Centre endeavours to do this in the most professional and caring manner. *Additionally*, we strive to impart a love and flair for the beauty of our religion and culture. We hope to inculcate a love for Israel, all things Jewish and an involvement in the performance of the Mitzvot (precepts) of the Torah. Ivrit - Hebrew language is used in informal instruction and becomes a part of the daily routine, as well as holiday fun and games. This is achieved through adult supported experiences in our theme based curriculum.

To foster children's exploration, our classrooms are equipped with state-of-the-art equipment. The curriculum at our school is based upon developmentally appropriate practice. The classroom environment is set up through the use of learning centres. These include: dramatic, literacy, cognitive, creative and science and exploratory centres along with block centres and various manipulative to increase fine motor skills. Learning centres allow the children to explore, play while the adult-supported component of toy selection allows for children to inquire about what's in their classroom, opening the door for engagement and active learning. The children learn by interacting with peers and objects in their environment. Teacher/child interactions and appropriate materials are important means by which the child learns. Each center has a specific aim and with the teacher's guidance, helps the children's socio-emotional, cognitive as well as physical growth. Planning for the classroom involves consideration to the age appropriateness for the group and individual appropriateness for each child. Being cognizant that every child learns differently, we use various mediums to teach each lesson. Children's interests are explored through inquiry and research methods.

Involving our local community partners and allowing them to support the children and their learning is another key to our program. Children go on trips to the local libraries, book banks where they can donate to others, the vet and dentist offices, old age homes and we invite parents to our Chanukah celebrations along with others.

Assessment is also an important part of the curriculum. Our staff consistently observes the children and their progress. Parents are provided with a completed developmental checklist at the end of each school year (beginning at age 2). We endeavour to integrate The ELECT framework in our pedagogical approach along with our thematic approach to provide the best learning for each child in our care.

Our daily schedule is planned to include active and quiet times, gross and fine motor activities, free play and child -initiated as well as staff initiated activities. Outdoor play is also incorporated into each classroom's daily schedule. This takes the form of rotational playground use, neighbourhood walks, stroller walks, field trips and occasional trips to local parks on our mini school bus for children 2 and older. Our daily schedule offers two full hours of sleep each day for every child. To be considerate of the individual needs of the children, quiet activities are offered to children who are non-sleepers or who awaken early.

Our goal at Chabad of Midtown is to continue to educate the future generation of the Jewish community and provide a strong foundation for their future endeavours. In our caring, loving and warm environment, we accept children for who they are and encourage their individual development. Through the continuation of our extensive program, nurturing environment and responsive staff, we aim to build a strong interpersonal relationship with all the families of our centre.

Together we make Chabad of Midtown a home!

CHABAD: WHO WE ARE

Our school is an affiliate of the international Chabad Lubavitch movement that is dedicated to spreading the wonders and rewards of Judaism throughout the globe. Today, Chabad is the largest and most dynamic unified religious, educational and social force in the Jewish world. The movement boasts more than three thousand branches in nearly fifty countries on six continents.

Last year, the number of children educated in Chabad schools, institutions, summer camps and extracurricular programs approached one million. Our centres everywhere serve the needs of all Jews no matter their level of knowledge, observance or affiliation.

PRESCHOOL AND DAYCARE SERVICES

Chabad of Midtown offers well-rounded play exploration and inquiry based programs for infants, toddlers and preschoolers. Our program statement describes our philosophy, pedagogy and program planning in detail so that you are aware of the wonderful day to day operation of our centre and its programming. We are also proud to offer extracurricular activities with various opportunities for parental involvement.

EXTRACURRICULAR ACTIVITIES



Music

A music teacher will teach children in all classes. An array of the most popular Hebrew & English Folk and Holiday songs have been chosen for the children to learn! Musical techniques to improve your child's dynamics, tempo, beat and rhythm will be taught. Music class will also feature musical instruments, and drama/poetry, developing musical memories of pattern and rhythm and much more.



Creative Movement/Gymnastics/or Salsa dancing

A qualified teacher, brought into the school, will lead the children in dance, exercises and gross motor activities. This program helps children realize their imagination and puts them into action. Our instructor helps set free their fears and explore new ideas through the use of gross motor equipment.



Mitzvot

A child learns the importance of performing good deeds and Jewish traditions. We will seek to cultivate an appreciation for the divinely ordained observances and traditions that have been the backbone of Jewish society and culture for more than three millenniums.



Tzedakah (Pre Nursery and older)

An important part of our program at our school is to develop an awareness and commitment to share with others who are less fortunate. We strongly encourage you to send a coin with your child each day for Tzedakah (charity) box.



Holidays

Children will celebrate Jewish and National holidays with crafts, songs, plays, stories and much more. Each holiday becomes part of a child's life.

PARENT INVOLVEMENT



The Shabbat Party

To celebrate the coming of the Shabbat, each Friday a special Shabbat atmosphere is created. Candles are lit, the Kiddush is recited and the Shabbat songs are sung. Every week a different boy and girl will be chosen to be the Ima (Mommy) and Abba (daddy). Parents are encouraged to join us when their child is hosting the Shabbat Party, if they can. Speak to your class teacher to find out what time, and week your child is hosting!



Mitzvah Note (Pre- Nursery & Nursery)

Please send a Mitzvah Note periodically. This is a note that tells the class something special that your child has done. Children really look forward to hearing what their parents have to say, and are generally excited to have this information shared.



Show 'n Share Day (Pre- Nursery & Nursery)

Wednesday (or otherwise noted by your child's teacher) will be Show 'n Share Day. Your children can bring in any item they chose from home, (with the approval of Mom first, of course!) They will have the opportunity to talk about it to their classmates during circle time and share it during free play. This gives the children an opportunity to share their belongings with their friends while boosting their confidence and self-esteem. Personal effects e.g. game, toys etc. should only be brought in for Show 'n Share Day. Teachers cannot be responsible for other items brought in on any other day.



Birthdays

Optional classroom birthday parties should be arranged in cooperation with the school staff at least one week in advance. Parents are invited and encouraged to attend their child's birthday each year. All refreshments brought for the celebration must be certified kosher & **pareve (non-dairy)** as approved by the school, & may not contain nuts. As per our policy, we are a nut sensitive centre meaning no nuts shall be served

however; foods which say “may contain traces of nuts” are allowed accept for children who have nut allergies, alternative snacks will be given to them. They must come packaged in the original package. The supervisor can order cupcakes from a bakery to save you a special trip if you prefer, please let us know more than 2 days in advance so the order can be placed. Our teachers will be more than happy to help you to plan and prepare the party, and in addition, will add special games, stories and songs to make this a special time for your child. (Invitations for birthday parties held outside of the school are not to be distributed in school unless all of your child’s classmates are invited and the party will be serving kosher food only).

CLOSURES

Chabad of Midtown’s Preschool and Daycare has closures throughout the calendar year for both Statutory and Jewish Holidays. The daycare is closed for the full week of Passover. We also close early on Friday’s during fall and winter months, one hour before Shabbat. For details of closures and exact times for early Shabbat closures, please refer to the calendar which you receive upon starting.

For times and services offered, please see our childcare package which includes the age categories served, times of operation including full day and half day programs, fees for each age category and program. This accompanying package also includes the application and enrollment forms, information about withdrawal as well as registration information. This package is also available online on www.chabadmt.com.

ADMISSION AND DISCHARGE POLICY

Chabad of Midtown does not wait list children. If you are interested in our program, please contact us to schedule a tour. Once you have toured our facility and decide that this is the place for your little one, you will proceed to fill out the application and enrollment component of this Parent Handbook cumulative package. We will then offer you a spot which becomes available closest to your requested start date as possible. Upon registering, there is a requirement for a non-refundable deposit equivalent to the first months' tuition of your child's program, as well as a \$100 registration fee. During the month of January, enrolled parents are asked to re-register for the following school year with one months' non-refundable deposit to reserve their space for the upcoming school year, as well as a \$50 re-registration fee. This priority registration allows for existing parents to be guaranteed a spot for future, then siblings, and finally allow new comers to join the daycare.

A minimum of two months written notice is required for withdrawal of a child and no additional payments will be charged. If any time less than two complete month is provided the parents will be charged for an additional 2 months (full month notice beginning on first of the month). There is no refund for deposit which does not get used.

Please note the withdrawal policy for pre-nursery, nursery and JK programs. These programs are a school year's commitment, September through June, as we cannot fill those age groups once the school year has begun. There is no refund for withdrawal from September through June for children in the pre-nursery, nursery and JK classes. Parents are responsible for fees through and including June 1st. Children enrolled in the infant, toddler and pre-nursery programs are automatically enrolled for the summer program at their continued monthly fee, unless 60 days notice for withdrawal is given. If pulling out for the summer, there will be no re-enrollment option for September. Children in the "Morning Out" program will be offered a summer camp schedule.

If the staff feels that they cannot manage a particular child, due to inappropriate behaviour by a child or policies not being carried out by parents, parent/staff meetings will be held. Suggestions will be made and implemented and if no improvement occurs or the child is disturbing the development of other children, other measures will be taken. After a discussion with the parents 4 weeks' notice will be given for the child to be withdrawn.

TRANSITION

It is our pleasure to have children who are registered in the daycare and have completed all forms and payments, join us for a few visits throughout the week prior to their enrolment date, during that week parents can remain with their child for half hour visits. The Supervisor will discuss each case individually with parents, and set mutually convenient times. Parents will be called during the first week of drop-offs to get an update of their children's adjustment.

OFF-PREMISE ACTIVITIES

Should there be activities that occur outside the Chabad centre such as: field trips, community helper visits etc., parents will be notified via email and newsletters. All staff will accompany the children on their trip, maintain staff to child ratios. Trips further and longer in duration will include a Supervisor. Each staff and student volunteer employed by Chabad of Midtown needs to hold a clear Vulnerable Sector Police Reference Check as per our Criminal Reference Check and Student Volunteer Policies.

SUPERVISION

At Chabad of Midtown, no child is supervised by a person less than 16 years of age. Only employees will have direct unsupervised access to children. Volunteers and students do not have unsupervised access to children at Chabad of Midtown.

PICK UP

If you are picking your child up early please make sure to call/text the Supervisor, we will try to have your child ready. Persons picking up a child must be over 16 years of age, with photo ID. We ask that you notify the Supervisor if someone who isn't listed on your child's application form will be picking them up. For the safety of your child, we will require that they show photo ID. (*St. Clair Infant Room Cell: 416-457-9607 Bathurst Centre Supervisor Cell: 416-402-5814*)

INDOOR SHOE POLICY

Outdoor shoes are not permitted in any of the classrooms. Teachers will greet children at the door and help them change into indoor shoes. If a parent must enter the classroom, please remove shoes first.

ARRIVAL & DISMISSAL

Please drop off & pick up as quickly as possible to avoid disturbing the children that have already settled. Tell the teacher how your child's night & morning were. Please understand that it is best you call the Supervisor with any issues that need attention rather than engaging in conversation with the staff while they have other children they are responsible for. Outdoor shoes are not permitted in the infant room, please remove them before entering. Please do let us know as soon as possible if you know your child will not be attending, it helps us in planning outings, staff, etc. If you must leave a stroller, you can do so outside in the designated stroller spot. Please only leave a free standing small folding stroller. No bicycle attachments, wagons or larger strollers such as bugaboo can be left as space is very limited (Chabad does not accept responsibility for the strollers left).

OUTDOOR PLAYGROUND INFORMATION

Due to limited outdoor facilities, Chabad of Midtown does not have a ministry approved outdoor play space for more than 14 children at a time. Therefore, pre-nursery and nursery children will not have the required two hour outdoor play time on our playground on a daily basis. In turn, trips to community parks by bus or walking will be provided, or split classes to rotate on the playground. For the younger children, half hour playground and half hour neighbourhood stroller walks are a common practice. Should you have any questions about this, please speak to the Supervisor.

INCLEMENT WEATHER

The decision about closing the daycare will be made by the director, with childcare weather regulations in mind for maximum cold and heat temperatures. If closure is necessary due to severe conditions, calls/emails will be made by 7:00 am, or the evening before if a storm has already begun.

There is no refund for daycare closures due to inclement weather, holidays, sick days, or vacation days short or long. For part time families, we apologize we cannot interchange or substitute days due to the above causes.

WHAT TO WEAR

Please send your child in comfortable, washable clothing. Please send along a pair of indoor shoes and a light sweater for indoor wear if necessary during season changes. Also be aware of the seasons and dress children appropriately, remembering that they will be going outside every day, weather permitting. Please remember to label each item, many children have the same clothing and it is impossible for teachers to know which belongs to each child.

LOST & FOUND

Please label all your belongings. There will be a lost and found however the school is not responsible for any belongings such as clothes or toys. Every few months the lost and found will be given to needy organizations. We request that parents limit toys to one sleep toy as to avoid any toys or belongings from being misplaced or broken.

PARKING

Under no circumstance should you block any driveway on the street. Additionally, please adhere to parking signs and do not stop your vehicle even for a moment on the North Corner of Burnside Drive. This poses a SERIOUS danger to your child/vehicle and to the south bound traffic on Bathurst Street. Illegal parking is at your own risk. If you are having difficulty with drop off, please speak to the Supervisor to see if any arrangements can be organized. Please be courteous to the neighbours and avoid blocking driveways at all times.

PHOTOGRAPHS

The staff members at Chabad daycare take photographs of the children engaging in a variety of fun and exciting activities during the day. These photographs are displayed in the classrooms and around the daycare for the parents and visitors to the daycare, to see and enjoy. Daily photographs of children during programming are taken to document your child's play exploration, skills and learning. This documentation will be made available to you in the form of an emailed weekly newsletter for each classroom. These photographs may also be used for advertising purposes.

SUPPLIES

Please supply your child with 1 package diapers and 1 package wipes. Parents are also requested to supply milk for toddlers and formula for infants. Bottles for milk, juice, formula etc. should be marked with the child's name. Refrigerators are available to store and warm the bottles. Notices will be sent home to inform you of anything we are running low on.... and reminding you to send sunscreen and a sunhat in the summer months.

TOILET TRAINING

When a child is showing interest at home or at daycare the teachers will cooperate with the parents to toilet train their child. Toilet training will be done with positive motivation and encouragement. The parents will be asked to send extra sets of clothes and pull ups. Until the child is trained (meaning they are able to ask to be taken to the washroom) for a few weeks we ask that they use pull ups or training underwear as a health precaution. **To be enrolled in the Nursery Program children must be toilet trained, with no exceptions. The Nursery program applies to children who will be 3yrs old by December 31st of that academic year.**

COMMUNICATION POLICY

Should an issue arise, please speak directly to the child care Supervisor, on site. Should the supervisor be unable to find a resolution, please contact the Director, Dvora. In the event of a serious issue still not being resolved after all the above steps are taken, it is advised that you write a letter to the Board who will collaborate in attempt to find the best possible resolution. If a parent remains unsatisfied thereafter, they may give 60 days' notice and withdraw their child/children from the program. If the issue has been resolved and the parent continues to raise an issue already addressed that the school has tended to, the family may be asked to choose alternate care that better suites their needs. 60 days notice will be given requesting alternate child care arrangement that better meet those families' standards.

COMMUNICATION WITH STAFF

Staff members are not permitted to provide childcare or babysitting services to Chabad families. This poses a conflict of interest and we ask that parents do not approach staff with this request. Staff is not to be contacted on their personal phones, only the school Supervisor phones are to be used for text/calls.

ACCIDENT POLICY

On enrolment, parents are asked to provide information about where they can be contacted during the day in case of an emergency. They are also asked to provide the name and telephone number(s) of a relative or friend who may be contacted if they are unavailable. Parents should notify the centre immediately if this information changes in any way. It is the centre's policy to inform parents/guardians of any accident. If an accident involves two children, it is the centre's policy to maintain confidentiality and not give parents the name of a child who may have hurt their child. Notification of an accident takes place verbally and in writing. A parent will receive a courtesy call as soon as possible, and an "accident report form" will be filled out. If ice or more than band aid is necessary parents will receive a call, and make their decision if they would like to pick up their child and seek further medical attention they will sign the form that a call was received, and whether or not they will pick up their child. For minor scrapes and scratches or bites that have not broken the skin the teacher will inform the Supervisor and the parent at pick up, and as always love and care will be given. Additionally, any fall other than ground to ground parent will be phoned, and made aware, they can choose whether they would like to pick up their child and have it seen to. After the teacher discusses the accident with the parent/guardian, the parents are asked to sign and date the form to indicate that they have been notified. The Supervisor receives a copy of each Accident Report forms, reviews it with the appropriate staff member(s), signs and files it. When an accident is judged to be serious, staff is instructed to call other team members immediately to assist them in attending to the situation. If an injury requires immediate medical attention, staff will call 911. Parents/ guardians are notified immediately if such an accident occurs. Staff will also follow the Serious Occurrence Reporting Policy and Procedures. Any costs resulting from the movement of a child by ambulance are the responsibility of the parents/ guardians.

BITING POLICY

In regards to biting incidents, parents of the bitten will be contact to be notified of the incident via phone or in person at pickup. After three biting incidents, the parent's of the biter will be called if this continues after four bites parents will be asked to consult with a behaviour therapist at the parent's expense. This will only be done after the teacher have made attempts to shadow the child. Should a behaviour therapist be involved, and there is still no progress in biting behavior, the child may be removed from the program, or the parents may hire a shadow for their child at their own expense. Should parents choose to hire a shadow; the school will gladly assist in finding one.

NUTRITION /FOOD

Good nutrition is essential for healthy growth and developing young minds. Chabad of Midtown offers a morning snack, home-cooked lunch and afternoon snack each day for every child based on the requirements by the Canada Food Guide. **We know that breakfast is important, therefore please feed your children a good breakfast in the morning** and we will keep them nourished through their day in our care. You will receive a copy of the menu in your welcome package. The food is homemade and fresh each day, the menu is reviewed with a certified nutrition consultant. Please note that milk and juice is not provided by the daycare. When substitutes are made, there will be a notice on the class bulletin board to inform parents.

All food is kosher and nut sensitive, though they shouldn't contain nuts as per our nut policy. Children are offered substitutions where applicable. Fruits and vegetables should be ordered once a week. Frozen and dry food will be ordered monthly and stored in accordance with food and safety handling guidelines. All food is to be cooked on site and handled according to the guidelines of food and safety handling instructions. Leftover food will be disregarded or given to the needy. Food handler is to ensure that there are adequate portions for each child and that when there is a change in the posted menu, she will post a sticky note indicating the change. If a child is allergic or restricted to a specific food being served, the child will be offered an alternative from the same food group. Parents may be asked to send in substitutions when necessary for children with allergies.

Food handler is to check allergy list before serving food and notify the staff of the child who is restricted from a particular ingredient that may be concealed such as: milk, cheese, spice, onion, sweet potato in soup etc.

PLEASE NOTE: Our centre is nut sensitive. Any food brought in must be in its original packaging. Foods cannot contain nuts however, foods labeled with "may contain traces of nuts" are allowed. These items will not be served to children with nut allergies, they will be provided with alternate snacks/food.

HEALTH POLICIES

Because children get sick without warning, parents are well advised to have a back-up child care plan in place. Prompt treatment of any illness will facilitate the child's early return to health and to the day care and will minimize the possibility of cross infection for the other children.

For everyone's well-being, ill children cannot be admitted to Chabad of Midtown Preschool and Chabad staff have full discretion in the event that they observe a child seems unwell and unable to participate fully in our daily program due to any possible concerns to send a child home until they are well enough to return.

In order to ensure the overall health and well-being of all the children and staff, we ask that you not bring your child to the day care if he/she has:

- An elevated temperature of over 100.4 °F/39 °C or greater.
- Vomited and/or Diarrhea within 24-hour period.
- Eyes/ears that have any kind of discharge unless a note from a physician confirms not contagious.
- Visible rashes that have not been diagnosed by a physician and must have a note from a physician confirms not contagious.
- A severe cough, runny nose and/or congestion.
- Any other symptoms of illness that could possibly render a child unable to fully participate in the program including being able to play outdoors.
- As per **Toronto Public Health requirements**, should your child be sick, parents are required to indicate the reason of your child's absence as well as symptoms and/or diagnoses illness for documentarian purpose at the daycare. Each classroom keeps a log of all children and any illness or symptoms of ill-health. Parents agree that that a child who is ill (i.e. fever, infections, communicable diseases, contagious rashes and/or skin conditions, or any other illness that may be passed on to others, with the exception of the common cold or ear infection) will be kept at home to protect the well-being of other children and staff.

While your child is at daycare:

- If a child should become sick or exhibit signs of illness such as vomiting, having diarrhea (3 or more) and/or fever of 38C and 100.4 F or more.

- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.
- In the event of communicable disease, Chabad of Midtown Daycare and Preschool will abide by any and all policies and procedures outlined by Toronto Public Health ***regardless of circumstance in order to protect the health and well-being of day care children and staff.***
- It is advisable that parents prepare and arrange for an alternate or emergency person who can pick up their child when they are unable to.
- Ill children will be moved to an isolated area until parents can arrive in order to avoid spreading illness through the classroom.
- For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal.
- The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your pediatrician to discuss it.
- Allergy related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor.

ADMINISTRATION OF MEDICATION

Written parental consent must be given (signed in our registration package) before administration of asthma medication and emergency allergy medication (i.e. epi-pen). Chabad of Midtown WILL NOT administer fever reducers to children *unless* child has an underlying medical condition such as febrile seizures and consent is given in writing. If a child has a fever they will be sent home.

Medication is to be administered only by an RECE or Supervisor, in accordance with the instructions on the label as well as in accordance with authorization given by parent/guardian (unless asthma or allergy attacks). The same RECE/Supervisor who administered the medication is to fill out the medication form. Asthma medication and emergency allergy medication are not to be kept in a locked container as they need to be readily available in case of emergency.

1. Only medication prescribed by a physician can be administered.
2. Medication must be in the original container bearing the pharmacy label, the child's name, and the name of the drug, the date of purchase and the dosage, frequency, expiry date and doctor's name.
3. Medication is to be stored in accordance with the instructions on the label. Medication that requires refrigeration will be stored in the locked box in the refrigerator in the kitchen or if the child attends the infant program; in the infant room refrigerator. Each class has its own medication closet that does not require refrigeration.
4. Medication forms are in each classroom and should be completed by parents/guardians and given to the staff.
5. All medication/drugs are inaccessible to children at all times.
6. Any unused medication will be returned to the parent in the original container.
7. Expired drugs of any type must not be administered under any circumstances.
8. Vitamins are to be given at home not given to staff to administer.
9. Chabad of Midtown will not administer any cough suppressant, cold remedy or herbal medication to any child under 6 years old as per Health Canada regulations.
10. Lifesaving medications will accompany the child who needs the medication.

HEAD LICE

Head lice are not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of both parents and the school. Parents can help limit the problem by checking their children's heads regularly, treating the lice if found, and notifying the school. Any child who has a confirmed case of head lice will be asked to leave the program until it has been treated and returns with a note from a "lice" nurse. The school will notify parents if lice, is suspected in a classroom. If an outbreak is suspected the "lice company" will be called to do a full school head-check.

VACCINATIONS AND IMMUNIZATIONS

Provincial law requires that all children attending Ontario schools must present proof of immunization against a number of diseases. In day nurseries, the following immunizations are required from 2 months of age to 18 months of age:

No child will be admitted to school without the properly updated immunization form!

If this had not been done earlier, it should be done before the child begins daycare. If it has been done, the child should continue getting appropriate boosters to maintain immunity to the various diseases.

Ontario's Publicly Funded Immunization Schedule

Vaccine	Diphtheria	Tetanus	Pertussis	Polio	Hemophilus B (Hib)	Pneumococcal-C-13	Rotavirus	Meningococcal-C	Meningococcal-ACWY-13B	Measles	Mumps	Rubella	Varicella Chickenpox	Hepatitis B	HPV	Influenza	Pneumococcal - P-23	Shingles
2 months	✓	✓	✓	✓	✓	✓	✓											
4 months	✓	✓	✓	✓	✓	✓	✓											
6 months	✓	✓	✓	✓	✓	✓	✓											
*1 year						✓	✓		✓	✓	✓							
15 months													✓					
18 months	✓	✓	✓	✓	✓													
*4-6 years	✓	✓	✓	✓					✓	✓	✓	✓	✓					
Grade 7								✓						✓	✓			
14-16 years	✓	✓	✓													✓		
Every autumn																✓		
Adults	✓	✓	✓															
Every 10 years	✓	✓																
65+ years																	✓	
65-70 years																		✓

Same colour boxes in a row indicates combination vaccines given as one dose
 The vaccines in bold print are required for school attendance under the Immunization of School Pupils Act
 * Vaccines should be given on or after the child's birthday

November 2016

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BEHAVIOUR MANAGEMENT

Children are disciplined in a positive manner at a level appropriate to their actions and ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment.

The programs shall NOT permit:

1. Corporal punishment of a child by any employee or by another child or group of children.
2. Deliberately harsh or degrading measure to be used on a child that would humiliate a child or undermine a child's self-respect
3. Deprivation of a child of basic needs including food, shelter, clothing or bedding
4. Locking or permit to be locked for the purpose of confining a child
5. Use of locked or lockable room or structure to confine a child who has been withdrawn from other children
6. The use of car seats, high chairs and the like may not be used to confine children for any reason other than the safety of that particular child.

Once a child is familiar with the program and a verbal reminder does not stop the unacceptable behaviour, disciplinary action is required:

Chabad's Early Childhood Centre philosophy is strongly based on good communication skills through caring and respectful interaction. Being aware of your feelings and being able to express them, assists in this development. Indirect guidance is a very important factor to avoiding inappropriate behaviour. Our staff puts much effort into the environment and program to provide for this type of guidance. We strive to maintain a well balanced program with lots of variety. Our staff is very observant of the children's interactions and can sometimes act in a way which may eliminate a confrontation. For example, making children aware of the opportunities which exist in other areas if it looks like a problem is about to arise in a particular area.

If a child is having a particularly difficult time it may be necessary for him or her to go to another quiet area to cool down and reflect on the situation. This is not a punishment but a way of encouraging the child to develop self control.

As outlined in the admissions and discharge policy, if the staff feels that they cannot manage a particular child, due to inappropriate behaviour by a child or policies not being carried out by parents, parent/staff meetings will be held. Suggestions will be made and implemented and if no improvement occurs or the child is disturbing the development of other children, other measures will be taken. After a discussion with the parents 4 weeks' notice will be given for the child to be withdrawn.

Good communication is the key to our guidance philosophies, between staff, parents and the Supervisor!

Chabad of Midtown Sample Daily Schedule

7:30-9:00	Greet children and parents- Free play/ Table Activities/ Sensory
9:00-9:05	Tidy Up Time
9:05- 9:20	Jewish Circle
9:20-9:50	Washrooms & Morning Snack <i>On <u>Friday's</u> get ready for Shabbat Party</i>
9:50-10:30	Activities at tables (Cognitive, Creative Art, Sensory, Fine Motor)
10:30-11:30	Gross Motor Activities/Excursions/Walks/Playground
11:30- 12:00	Interactive Circle/ Wash hands/Washroom <i>*Includes theme related songs, books, and interactive cognitive activities</i>
12:00-12:30	Lunch Time
12:30-12:45	Clean-up and get ready for nap
12:45-3:00	Nap Time
3:00- 3:30	Wake-up time (toileting, diaper change)
3:30-4:00	Afternoon snack
4:00- 4:15	Group activity/games
4:15-5:15	Gross Motor Activities/Excursions/Walks/Playground
5:15-6:00	Gather all belongings and prepare to go home <i>(classes merge for pick up time between 5-6)</i>

Note: This daily schedule is flexible, depending on the needs of the children

What Do I Bring The First Day?

- Bottles if necessary (as many as may be needed.) of formula or milk, or sippy cup with milk (daycare only supplies water)
- Blanket for nap time, will be sent home weekly for a wash.
- “Stuffed toy” for sleep or cozy time if desired
- 1 package of diapers
- Package of baby wipes
- Creams or Ointments if necessary and tell teachers when to apply. Please avoid creams with a DIN # as they aren’t ministry approved unless a medication form is signed for each use.
- 1 Photo of your child as current as possible
- 1 Family photo
- 1 set of change of clothes-remember to change the sets seasonally.
- Updated immunization record

EVERY ITEM (CLOTHES, OINTMENTS, WIPES AND ANY FOOD) BROUGHT IN MUST BE CLEARLY LABELED.

MOST IMPORTANTLY:

YOUR CONFIDENCE & TRUST THAT YOUR CHILD IS IN GOOD HANDS!

WE WILL CALL YOU TO LET YOU KNOW IF WE HAVE A DOUBT IN ANY SITUATION.

WE WILL INFORM YOU IF THEY WERE UNHAPPY AND FOR HOW LONG.

WE WILL KEEP YOU POSTED ON THEIR TRANSITION!

CONFIDENTIALITY POLICY

All staff members pledge to maintain professional and ethical standards with respect to observing the confidentiality of information acquired through involvement with Chabad of Midtown. This would include, but is not limited to, all children, parents, staff members and any information that would be considered private in nature.

CONTACT US

We do understand that parents like to know how their children are doing during the day.

For the well-being and safety of your children, we have a policy that teachers may not use cell phones in school, which ensures that the teachers have 100% focus and attention on the children at all times.

Please be advised that the St. Clair infant location has its own cell phone, as does the supervisor at the Bathurst location.

St. Clair Infant Supervisor Cell: 416-457-9607
Bathurst Centre Supervisor Cell: 416-402-5814 admin@chabadmt.com
Dvora Cell: 416-876-4500 dvora@chabadmt.com
Chabad Office: 416-516-2005

Email or Call the Supervisor:

Regarding: Birthdays/ absence/vacation/extra days needed/drop off/pickup/friend picking up/child's well being/incident that is disturbing to you/staffing issues/any concern regarding development.

Call Dvora:

Enrolment/schedule /volunteer opportunities/questions or ideas regarding the curriculum and how it is implemented/newsletter/extra curriculum programs such as Bubby and me.

If you feel any staff or head staff have not met your expectations in handling a situation.