

# Parent Handbook

## September 2019



Chabad of Midtown  
1344 Bathurst St.  
Toronto Ontario M5R 3H7  
[www.chabadmt.com](http://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: -

- ⑩ We offer progressive programs for infants, toddlers and preschoolers, as well as before and after care for local public schools.
- ⑩ Our facility: a beautiful centre in a central location, clean, spacious and a perfectly cozy style environment.
- ⑩ We offer a warm, nurturing safe and “homey” environment in which your child will develop, play, and learn with confidence.
- ⑩ 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 (416) 402-5814.

Sincerely,

*Dvora Deitch*

Founder, Director

## **PROGRAM STATEMENT**

We, at Chabad of Midtown are a community based centre with emergent enriched programming. Using 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 childcare centre is the foundation of positive relationships between child and staff and families and staff. At Chabad of Midtown, we endeavor 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/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 can 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:

⑩ Run family dinners to get to know the families your child spends their day with.

⑩ Conduct intake and orientation interviews

⑩ 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.

⑩ Maintain parent bulletin boards that feature weekly programs, menus, field trips. *(Please check the bulletin each day)*

⑩ 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.

⑩ For continuity in the home, engage your child in an activity they learned at the centre.

⑩ 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

⑩ 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 Behavior 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 behavior guidance annually as an extensive measure to ensure our standards for behavior 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 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 endeavors 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 using 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 endeavor 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, neighborhood 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 endeavors. 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 folk dancing, 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 using 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.



### **Curriculum Night**

*(Pre-Nursery/Nursery/JK)*

You will be invited to a Curriculum Night taking place in your child's classroom during the month of October. At that time, the teachers will present a detailed overview of the curriculum.



### **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 except 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 your child's classmates are invited, and the party will be serving kosher food only).



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 and the Friday before Labour Day (to prepare and refresh for new school year). 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 included in as part of our Parent Handbook Package.

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](http://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 newcomers 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 1<sup>st</sup>. 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 child, due to inappropriate behavior 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. (Bathurst 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 daily. 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 neighborhood 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 bad 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 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. Valet service will be made available whenever possible between the times of 8:30am-9:00am. Please be courteous to the neighbors and always avoid blocking driveways.

### **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 can 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 31<sup>st</sup> of that academic year.**

### **COMMUNICATION POLICY**

Should an issue arise, please speak directly to the childcare 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 childcare 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 then 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**

Regarding 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 parents of the biter will be called if this continues after four bites parents will be asked to consult with a behavior therapist at the parent's expense. This will only be done after the teacher have made attempts to shadow the child. Should a behavior therapist be involved, and there is still no progress in biting behavior, the child will 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.

### **HEALTH POLICIES**

Chabad of Midtown's health policies are intended to ensure the health and safety of all children in our care.

Our general rule is that if a child is well enough to attend the daycare, he or she is well enough to participate in every aspect of the program, including outside activities.

The supervisor and staff members have the authority to exclude a child or to request a physician's note, as necessary.

The supervisor will notify parents or the child's emergency contact if there are any concerns about a child's health. Parents (or their emergency contact) must be available to pick up their child immediately if requested to do so.

**Parents are required to keep their child at home if he/she has:**

- A fever of 100.4 F (38 C) or higher. A child may return to the daycare 24 hours after the fever has passed.

- Head lice.
- Any undiagnosed rash or spots that concern the staff/unless a pediatrician's note excuses the child
- Any persistent pain.
- Frequent cough and/or yellow/green nasal discharge.
- Diarrhea and/or vomiting. The child must have had a solid bowel movement before return to the daycare and must not have vomited for 24 hours.
- Any communicable disease (Fifth disease, impetigo, scarlet fever). Parents are responsible for notifying the daycare if the child contracts any communicable disease. A physician's note is required to confirm that the child is well enough to return to the daycare, and he/she is no longer infectious.
- 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.

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 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**

No medication is to be administered without parental consent and signature for medications prescribed by a physician or otherwise. Additionally, acetaminophen or ibuprofen can be administered as a pain killer upon parent request with a signed medication form. If a staff suspects fever is being covered by this, they will wait 30 min before administering. If there is a fever for any reason the medication will be administered, and the child will be sent home immediately.

Parents will be notified of the child's fever and time which the medication was administered. All medications must be supplied by parents, clearly labeled with the child's name, name of medication, dose, frequency, expiry date, doctor's name and date prescribed. 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.

### **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 several diseases. In day nurseries, the following immunizations are required from 2 months of age to 18 months of age: **Diphtheria, Pertussis, Tetanus, Polio, Haemophilus B (Hib), Pneumococcal, Rotavirus, Meningococcal-C, Measles, Mumps, Rubella, and (Varicella\*) Chickenpox** (Toronto Public Health, March 2015).

***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 get the appropriate periodic boosters to maintain immunity to the various diseases.

The programs shall NOT permit:

Locking the exits of our facility from the inside

- Using a lock or lockable room structure to confine a child that has been withdrawn from the group
- Abusing a child physically, verbally or emotionally
- Depriving a child of basic needs including food, shelter, clothing or bedding
- Using corporal punishment
- Using deliberate, harsh or degrading measures that would humiliate the child or undermine his or her self-respect
- Physical restraint of the child, such as confining the child to a highchair, or other device for the purpose of discipline unless the purpose of the restraint is to prevent a child from hurting himself
- Inflicting any bodily harm on children including making children eat or drink against their will



## **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.

## **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.

## **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
5:00	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!

**CONTACT US**

Please be advised that the infant room has its own cell phone, as does the supervisor.

The infant room phone is for emergencies only. We do understand that parents like to know how their children are doing during the day, so I encourage you to call the supervisors cell phone at any time to see how your child is doing, or for any non-emergency related questions.

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 always have 100% focus and attention on the children.

If you need to contact your child's class teachers to get a hold of a staff or pass a message, please use the school cell. For information regarding pick-up, late, absences and any other changes please text the school cell. For questions or concerns regarding

the program, your child's development or staff members please call the supervisors cell.

Infant Room Cell: 416.457.9607  
Centre Supervisor Cell: 416-402-5814  
Dvora Cell: 416. 876. 4500  
Chabad Office 416.516.2005

Email or Call the supervisor ....

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

Call Dvora:

To schedule Birthday parties/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.