

prossermanjcc



DAYCARE AND PRESCHOOL

PARENT HANDBOOK

SHERMAN CAMPUS | 4588 BATHURST STREET
416.638.1881 | PROSSERMANJCC.COM





Daycare &
Preschool



David & Esther Freiman Childhood Education Centre

4588 Bathurst Street | Toronto | 416.638.1881 x 4351

cheri@prossermanjcc.com | prossermanjcc.com

FULL DAY PROGRAM

7:30 AM - 6:00 PM

YEAR-ROUND

Toddlers: 18 - 30 months

Preschool: 2.5 up to JK

Junior Kindergarten: 4 years by Dec. 31st

Senior Kindergarten: 5 years by Dec. 31st

PROSSERMAN JCC DAYCARE & PRESCHOOL

It's a scientific fact: from birth to age five, the human brain develops most rapidly. What happens in a child's life in these early years can positively, or negatively, impact healthy development.

That makes choosing the right childcare experience one of the most important decisions a parent has to make. We ensure that your children's early years are spent in a wonderful, healthy and nurturing environment.

At the Prosserman JCC Daycare and Preschool, all children are raised in a Jewish atmosphere, encompassing all the essential building blocks and values so important to living a happy, healthy and successful Jewish life.

Our new facility in the David & Esther Freiman Childhood Education Centre is more than a bright, open space in which children learn, play and interact with each other, the new daycare and preschool enhances each child's individual learning experience.

Perhaps most importantly, Prosserman JCC Daycare and Preschool recognizes that these early years of a child's life are not only vital to him or her, but to the entire family, as well.

Our experienced and qualified Registered Early Childhood Educators and assistants are always happy to communicate with parents.

When parents enroll their children in the Prosserman JCC Daycare and Preschool, they too become part of our warm, supportive and welcoming community that continues well after your child's gone home for the day.

The staff knows that you're entrusting them with your most important possession - your child. And, like in any good, Jewish home, you're children will always be treated like one of our own.

OUR MISSION

Building on a solid foundation of Jewish values and with a strong connection to Israel, the Prosserman JCC strives to strengthen individuals, families and communities within an inclusive and welcoming environment. We welcome everyone and share the richness and traditions of Jewish culture with the community at large through the advancement of physical, intellectual, social and spiritual well-being. Our team is guided by our vision of Inspiring you to live the Jewish life you want to live!

We believe that children, families and staff are capable, competent, curious and rich in potential. We are committed to collaborating with children, their families and with each other as educators to create high quality early learning and care environments that take a strength based approach to learning and development in which children, parents and educators are co-learners.

How Does Learning Happen? is the foundation of our program

Using the common framework articulated in How Does Learning Happen? Our centre will support the children to achieve the following goals and will meet the expectations for programs building on the four foundations (Belonging, Well-Being, Engagement, Expression) for healthy growth and development.



GENERAL POLICIES

SCHOOL CLOSINGS

The Prosserman JCC Daycare & Preschool is closed for all major Jewish holidays and all statutory holidays. The program is open for the winter break and March break. Please note that there are early closings the day before major Jewish holidays.

ADMISSION

Acceptance to the program will be based on your child's age and ability to handle the curriculum. The Early Childhood Department reserves the right, after parental consultation, to ask for a child to be removed from the morning or full day program if, in our opinion, the program does not meet the child's needs. In special cases, ProssermanJCC Daycare and Preschool reserves the right to have a child withdrawn immediately. All applications must be accompanied by the required deposits. Upon acceptance, all deposits are non-refundable and non-transferable but do go towards the last two weeks in care.

PROGRAM WITHDRAWALS

Withdrawals may be made with one month's written notice.

CODE OF CONDUCT

Parents are expected to treat their child, other children, parents and teachers in a respectful manner. Any violation of this behaviour as set out in this handbook will result in the parent being asked to withdraw their child from the program.

SMOKING POLICY

Prosserman JCC Daycare and Preschool must ensure compliance with the Smoke-Free Ontario Act. Parents, staff and visitors are prohibited from smoking or handling a cigarette in the Prosserman JCC Daycare and Preschool centre and outdoor playground, whether children are present or not. We ask that parents refrain from smoking or carrying a visibly unlit or lit cigarette or cigarette package while on the centre's premises or outdoor playground area at all times.

ARRIVAL & PICK-UP

Your child's safety is our primary concern. You will be asked to provide us with the names of anyone who may be picking up your child throughout the year. Should you wish to have your child picked up by anyone other than those people on your list, we require that you advise us in writing. If your child is going to be away, please let us know by calling the office at 416.638.1881 x4250 or x4351

LATE PICK-UP

Any pick-up after 6:00pm on regular days or designated closing time on days prior to holidays is considered a late pick-up. A late pick-up fee of \$10.00 for every 10 minutes or part thereof will be charged. Parents who do not pay on the late day will automatically be billed the appropriate amount. Receipts for payment will be issued.

ARRIVAL AND DEPARTURE

In the interest of your child's safety, we ask you to ensure that the teacher has acknowledged your child's arrival before you leave in the mornings. We also ask you to make your child's teacher aware of the child's departure at the end of the day. Teachers will write in arrival and departure times on the class attendance. Parents are requested to please make sure that the room teachers see you bring your child and see you pick-up your child up.

FIRST TIMERS

We realize that in the beginning, separation can be difficult for both parents and children. Many newcomers go through a period of increased anxiety. Our teachers are trained to help ease your child lovingly into his/her new environment. However, should you have any concerns during the first few days, please feel free to call the office.

MOVING? PLEASE LET US KNOW

It is very important that the office have all of your most recent phone numbers, should we need to contact you regarding your child. Please advise us if your home or work address or home phone number or cell numbers change.

FIELD TRIPS/ACTIVITIES OUT OF THE CENTRE

The children travel out of the centre to the first and second floor in the Prosserman JCC. Various program rooms are used for sports, yoga and other activities. At times there are visits to the Lipa Green building right next to the Prosserman JCC on the same campus.

SLEEP/REST TIME

During the day young children benefit from periods of quiet relaxation and/or sleep to balance their active play. Some children who are tired may take a relatively long time to relax and sleep, while others only require a short rest period. Children's needs may also change from day to day or from week to week. The need for rest & sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children. Rest time allows for a period during which quiet activities are encouraged and children can nap if required.



BEHAVIOUR GUIDANCE

Reasoning is our primary method of behaviour guidance. When a situation occurs where one child hurts another child, the child is asked to think about what she/he is doing and verbalize how she/he feels and how the other child feels. If a child resorts to physical aggression, the situation will be discussed with them so they can gain an understanding of the problem.

If a disruption or dispute has reached a point where discipline has to be taken, the child will be removed from the situation until she/he has calmed down and a discussion can take place. We do not deny the child the right to feel angry or frustrated. Instead, we acknowledge her/his feelings. If a child continuously displays aggressive tendencies to other children or to adults (biting, hitting, scratching, kicking) Prosserman JCC Daycare and Preschool reserves the right to request intervention by outside agencies. It is most important for parents, teachers and consultants to work together. If the child continues to be aggressive after intervention procedures have been followed, the parents may be requested to withdraw the child upon two weeks' notice.

If outside intervention is required for aggressive behaviour and parents refuse to have intervention and the behaviour continues, the parents may be requested to withdraw the child upon two weeks' notice. Behaviour expectations and cognitive understanding differ for children of different ages. As such, what teachers expect behaviour-wise and how behaviour is dealt with also differs according to the child's age.

Toddlers and young preschoolers are learning to socialize. When a toddler/young preschooler hurts another child, teachers tend to the hurt child first, giving adult attention to that child. The child who has hurt the other child is then talked to and explained that we touch gently (gentle touch demonstrated) and statements are modeled for the child, ("mine/I had it first"; "I want it", etc.) We have the child who hurt look at the place of the injury and the child who was hurt. If the aggressive action is repeated, the actions above are repeated. The child is told "I (teacher) don't like it when you hurt my friends", and the child is redirected to a table with alternative activities. If the situation is repetitive, the teacher may need to stay within close proximity of the child to catch the action before it happens. During these situations, the teacher sets the stage for acceptable co-operative play by sitting with the child and other children in a social play situation.



The teacher gives words to the child for positive socialization to occur, e.g. “Can I play”; “play with me.”
Preschoolers (3 years of age): When young preschoolers are aggressive we build on the toddlers guidelines and further reinforce ways to socialize. The preschooler is told that “I don’t like it when a child is hurt” and “We don’t hurt our friends.” If an aggressive action is repetitive the child is redirected to the other side of the table/carpet to play separately but is still aware of others in class.

Teachers encourage the child to role model using verbal statements instead of aggressive actions. JK/SK Children: When aggressive actions happen with children aged 4 and 5, the children are asked why the action happened and then how the action could have been avoided. The goal is for the child to understand that the action cannot happen again and that he/she has alternative strategies for aggressive actions.



CHILD ABUSE POLICY

It is the responsibility of staff (supervisors, teachers, assistants and volunteers) to report any incidents regarding child abuse.

The Province of Ontario “The Child and Family Services Act (CFSA), 1999” states:

72. (1) If a person has reasonable grounds to suspect that a child is or may be in need of protection, the person must promptly report the suspicion and the information upon which it is based to a children’s aid society.

72. (4), (6.2) Professional persons and officials have the same duty as any member of the public to report a suspicion that a child is in need of protection. The Act recognizes, however, that persons working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions, and so makes it an offence to fail to report.

Any professional or official who fails to report a suspicion that a child is or may be in need of protection, where the information on which that suspicion is based was obtained in the course of his or her professional or official duties, is liable on conviction to a fine of up to \$1000.00.

All staff have a legal responsibility to document and report any circumstances which may indicate a child is not being cared for properly.

SERIOUS OCCURRENCE REPORTING

Licensed child care centres are required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing. Effective November 1st, 2011, all licensed child care centres are required to post information about serious occurrences that happen at the centre. A “Serious Occurrence Notification Form” will be posted at the centre in a visible area for 10 days. This new policy is in addition to the reporting that we do if there is a serious occurrence situation. Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the program.

WITHDRAWAL POLICIES

In the event that parents are requested to withdraw their child from the Prosserman JCC Daycare and Preschool we will have adhered to the following procedures:

1. Teachers work with the child in the needed developmental area, whether it is cognitive, social, emotional or physical.
2. Teachers and/or supervisors discuss concerns with parents.
3. Teachers continue to work with the child.
4. Teachers, supervisors and parents meet to discuss the situation and possible solutions. Outside intervention is discussed.
5. Outside intervention is requested by the supervisor to the parent.
6. The parents are against outside intervention taking place and the child's behaviour continues to put the safety of the other children or the teachers at risk. At this point the parents will withdraw their child. City of Toronto, Children's Services are notified.
7. Intervention is in place and the child continues to put the safety of the other children or the teachers at risk. At this point the parents will be given notice to withdraw their child.





HEALTH MATTERS

All children must have the required immunizations according to the Public Health Department. If your child is not well enough to participate in both indoor and outdoor daily programming, we ask that you keep him/her at home. Not only does your child require rest, but we do not want to put the other children in our care at risk. If your child becomes sick during the day, you will be contacted to pick up your child as soon as possible.

The following are regulated health policies enforced by the the City of Toronto Public Health Department. In some situations the Prosserman JCC Daycare and Preschool's Health Policies may take priority over the doctor's instructions. This is due to the fact that we have a large group of children that we do our best to keep healthy.

If your child experiences a temperature, bad cold, diarrhea or vomiting, it is necessary to keep him/her at home until he/she is symptom-free for 24 hours.

ILLNESS

CONJUNCTIVITIS (PINK EYE)

Should your child exhibit signs of pink eye, your child must be kept at home until the treatment has been in effect for 24 hours. Please ensure that the eye(s) is clear with no discharge before returning to the daycare or preschool.

HAND, FOOT & MOUTH

This contagious but non-harmful virus is passed on by saliva. Should your child be exhibiting cold sores in the mouth, on the feet, on the hands or on all three places, please contact the office. Children must be kept at home until the sores have healed.

CHICKENPOX

Children who have chickenpox can return when they are able to fully participate in all activities, even if the rash is still present providing the child has been fever free for at least 24 hours and feels well enough to participate in all the activities.

LICE

If a child is found with nit eggs, parents will be called and asked to remove their child immediately. You are required to keep your child at home until treated. The child must be checked by a staff member before being admitted back into the classroom.

SCARLET FEVER OR STREP THROAT

Should your child be diagnosed with scarlet fever or strep throat, he/she must be on a doctor's prescribed antibiotic for 24 hours before returning.

IMPETIGO

Children diagnosed with impetigo must be on a doctor's prescribed antibiotic for 24 hours before returning.

RINGWORM

Children who are diagnosed with ringworm must be on anti-fungal medication for 24 hours before returning.

The children's health and safety are paramount. We reserve the right to refuse admittance to any child who may infect other children. Teachers will monitor children during the day for signs of illness.

MEDICATION

Prosserman JCC Daycare and Preschool's regulated health policies are enforced by the Public Health Department.

All medication is kept locked up at all times. Prescription medication will be administered as long as it has been signed in. It must be in its original container and be accompanied by a current prescription for the child it is being administered to. Epi-pens and puffers are kept in the pencil case of the class binder.

Non-prescription medicine will be administered as long as it is in the original bottle and accompanied by a current doctor's note detailing the dosage to be given.

CLOTHING

Part of having fun is getting "messy." We ask that you please send your child in comfortable clothing that he/she won't have to worry about getting dirty. We also ask you to send a full change of clothes (labeled with your child's name) to be kept in a shoe box at school. Any articles of clothing that are sent home should be replaced the following day.

Outdoor play is an important part of our program. We ask that all children come dressed appropriately. All outer clothing, boots and shoes must be clearly labeled. Clothing and boots/shoe labels can be purchased from Oliver's Labels. Oliver Labels does provide the centre a fundraising percentage



SMOG ALERT, HEAT AND SUN SAFETY POLICY

Prosserman JCC Daycare and Preschool monitors weather conditions throughout the day. If a smog alert or heat alert has been announced by the Toronto Health Department or Environment Canada the following will be adhered to:

SMOG ALERT & HEAT ALERT

Children will play outside for shorter amounts of time before 11:30 am and after 4:00 pm.

SUN SAFETY

Please send sunscreen with your child and label your child's sunscreen container.

All children are encouraged to wear a hat and sunscreen when outside. Parents are encouraged to apply sunscreen prior to bringing their child in the mornings.

The staff will help the children re-apply sunscreen when going outside for afternoon play. Each child will have his/her own sunscreen applied to him/her.

During the day, water will be available both inside and outside the classroom and the children are encouraged to drink regularly.

FIRE DRILLS

Fire drills are done on a monthly basis.

ALTERNATE PLAY LOCATION DURING INCLEMENT WEATHER

If it is too cold, too hot, too humid, too icy the classes are able to use additional activity rooms within the building for gross motor activities.

FOOD FOR THOUGHT

WATER BOTTLES & SIPPY CUPS

Labeled personal non-disposable water bottles & sippy cups will, at the end of each day, be taken home and washed. According to Public Health disposable water bottles cannot be refilled. The liquid (water) must be consumed one time only.

SNACKS

Nutritious, kosher snacks are provided for children mid-morning and mid-afternoon. We ask that you please do not send snacks, candies or gum to school.

LUNCHES

Prosserman JCC Daycare and Preschool serves nutritious, kosher lunches. Menus are posted in each classroom and in the front lobby. Please notify us when you are registering your child of any special dietary requirements or food allergies or if your child develops an allergy to a specific food.

ALLERGIES

If your child has an epi-pen for certain specific allergies, you will be asked to come in to the centre to discuss the allergy and demonstrate the use of the epi-pen to all the teachers.

Please do not send any food containing peanuts or any other nuts!! We have children with severe peanut and nut allergies.

BIRTHDAYS

Birthdays are special and we treat them as such. If you wish to send birthday party invitation home through the class cubbies, every child in the classroom must be invited. If you are inviting certain children invitations must be emailed or mailed out. Cakes and cupcakes that are purchased and brought in need to be from a nut-free, Kosher bakery. A list of bakeries can be provided from the office.



SUPERVISION

SUPERVISION OF STAFF, VOLUNTEERS AND PLACEMENT STUDENTS

This policy is to help support the safety and well-being of children in the Prosserman JCC and to provide direction regarding the supervision of volunteers and placements students at the Prosserman JCC Daycare and Preschool.

ROLE & RESPONSIBILITY OF THE PROSSERMAN JCC DAYCARE AND PRESCHOOL

Prior to staff, volunteers or placement students starting the Prosserman JCC Daycare & Preschool the following will happen:

- The Program Statement is to be read, signed and dated
- The list of any children who are anaphylactic needs to be made known, allergic situations noted and epi-pen instructions reviewed and signed off
- Public health policies and other Daycare & Preschool policies are to be read.
- Staff/volunteer immunizations & TB tests are current
- Staff/volunteer first-aid and CPR certificates are current
- Staff/volunteer police reference checks are current





STUDENT & VOLUNTEER RESPONSIBILITIES

Prior to volunteers starting, any volunteer working with the children will provide a current (processed within the past six months) police reference check. Students are expected to have current police reference checks done with their educational institution.

- No child is supervised by a person under 18 years of age or left alone with a student teacher or volunteer.
- At the Prosserman JCC Daycare and Preschool only employees will have direct supervised access to the children. There is to be no unsupervised access (i.e. when the adult is alone with a child) by people who are not employees of the Prosserman JCC Daycare and Preschool.
- Volunteers and placement students are not to be counted in child: adult ratios.

PROHIBITED PRACTICES

All staff/volunteers/placement students are instructed in appropriate interactions with children. If an action is deemed as prohibited the Centre's Child Abuse Policies will be adhered to.

It is prohibited for all staff/volunteers/placement students to be seen in any of the following actions when interacting with a child.

- Corporal punishment.
- Using harsh or degrading measures or language which would humiliate a child or undermine the child's self-confidence.
- Depriving a child of his/her needs (food, shelter, clothing or bedding).
- Isolating a child in a locked or lockable room.
- Locking or allowing the locking of the day nursery exits, for the purpose of confining a child.



INCLUSION POLICY

Prosserman JCC Daycare and Preschool is a community-based daycare and preschool that welcomes all children.

The David & Esther Freiman Childhood Education Centre is located on the ground floor of the Prosserman JCC and the children make use of the entire building. There is an elevator between the floors of the building.

Prosserman JCC Daycare and Preschool does not have a registered nurse on staff which limits admittance of children with certain medical conditions. We accept children with special needs whenever possible. The centre is staffed with teacher-to-child ratios outlined in the Child Care & Early Years Act for standard child care programs. Enrollment is considered in relation to the specific special needs of the child, combined with the current special needs of the children in the age appropriate classroom.

Prosserman JCC Daycare and Preschool is committed to meeting the overall developmental needs of each child. If the teachers identify a developmental concern, they will discuss it with the parents promptly and a plan of action will be developed and implemented. This plan may include requesting an assessment and intervention from the support of an outside agency.

Prosserman JCC Daycare and Preschool endeavours to work co-operatively with the parents and child in order to facilitate optimal success. In the event that the special needs of the child exceed the staffing and financial resources of Prosserman JCC Daycare and Preschool, a minimum of 10 days notice will be given and the child's placement at Prosserman JCC Daycare and Preschool will be terminated.

In the event that Prosserman JCC Daycare and Preschool is an unsuitable program for a newly-enrolled child due to the non-disclosure of special needs or extreme behavioural issues, placement in Prosserman daycare and preschool will be terminated immediately without notice.



PARENT INVOLVEMENT

Parental involvement is key to our success.

The Prosserman JCC Daycare & Preschool Parent Association meets periodically during the year to provide a forum for ideas, feedback and concerns between staff and parents and to offer parent education seminars.

The Association is also an essential fundraising body for Prosserman JCC Daycare and Preschool. Every year we have fundraising events where we call upon the parents for support. We are always looking for new, creative and innovative fundraising ideas. In the past we have raised funds for new books, the structure program and extra educational toys.

In addition, parents can be involved by volunteering as a class parent.

The Parent Association reflects a cross-section of interested parents to ensure that we have adequate representation from all programs. If you have the time to commit yourself on a regular or semi-regular basis, please consider joining us. Also, if you have some time and would like to present an activity to your child's class, please let us know.

Please be sure to check the Parent Association brochure for more information.



Daycare &
Preschool



ADDED VALUE AT THE PROSSERMAN JCC

Activities as endless as your child's imagination!

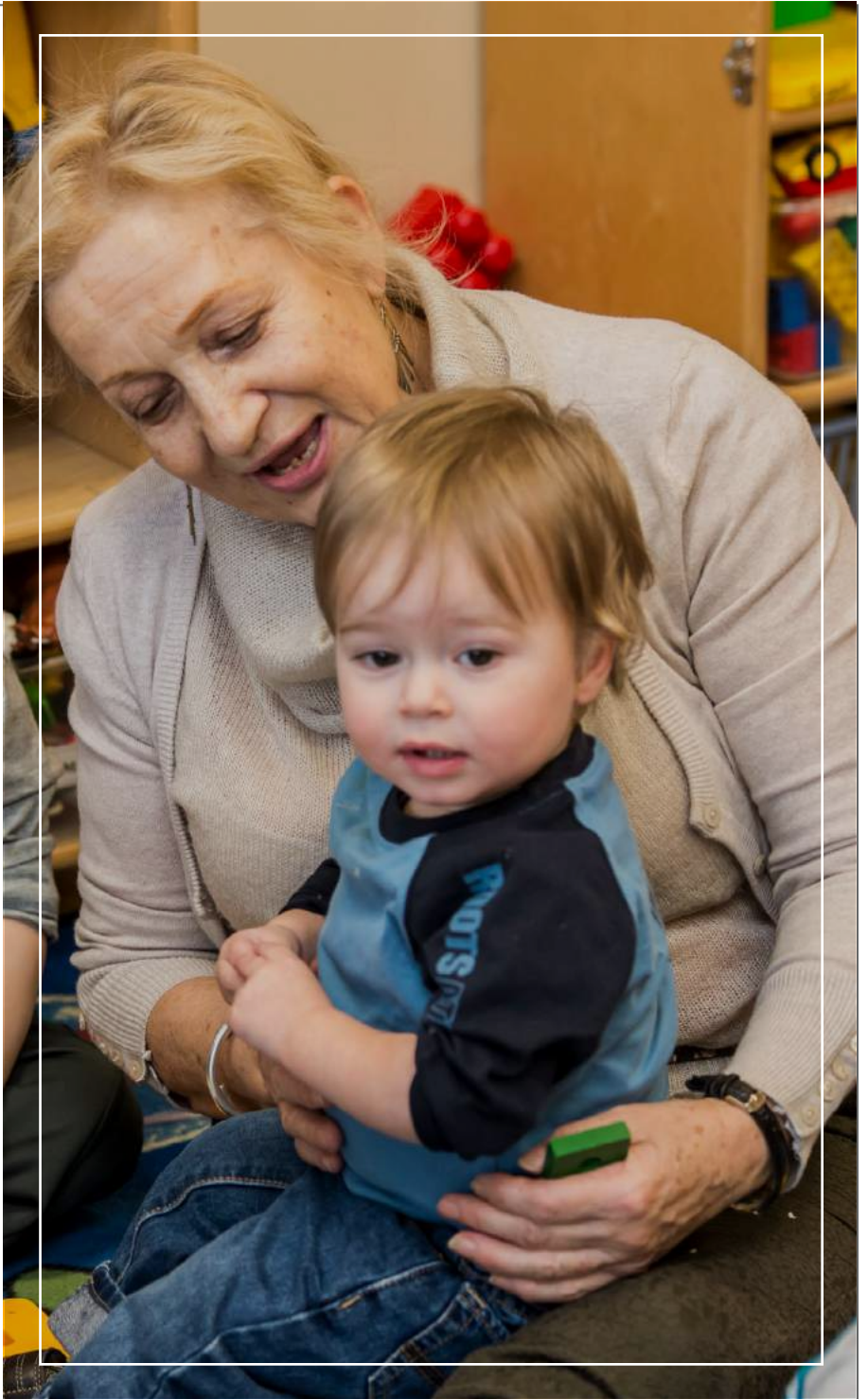
Specialized programs including Hebrew, gym, music, and yoga and activity rooms make the Prosserman JCC the place to be! This is where kids have fun playing, learning, exploring and participating in organized activities. When we're not indoors, we're busy playing and having fun in our universally accessible outdoor playground. With tricycle paths, sandboxes, interactive play equipment, a drum centre and shade structures, we have more than enough equipment to keep high-energy kids busy for hours.

The Prosserman JCC Daycare & Preschool is a Sheva Learning Community supported by the Jewish Community Centre Association. Sheva promotes a dynamic vision of excellence in Jewish early childhood education in partnership with JCC's across North America.

Enroll your little ones in our full day daycare and preschool program and **receive a free membership for both parents.**

Ample free parking is available.

For more information please contact **416.631.1881 x 4351**





Prosserman JCC



DAYCARE AND PRESCHOOL

