

# Parent Handbook

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*February 16, 2017*



## Chabad Daycare

*Watch your Child Blossom*

Chabad of Danforth – Beaches

2273 Queen St E

Toronto On M4E1G5

[WWW.Chabaddb.com/Preschool](http://WWW.Chabaddb.com/Preschool)

## PROGRAM STATEMENT

We, at Chabad Daycare, operate a comprehensive, theme based, child oriented-adult supported program with a strong connection to our Jewish affiliation.

Inspired by the Reggio Emilia philosophy, aiming to meet the needs of each individual child and their families. We believe that children learn best by exploring and playing. We view 'the whole child' and aim to help develop their physical, social, emotional and cognitive needs.

At Chabad Daycare we endeavor to create a unique, warm and friendly environment with caring teachers who above all are concerned about your children and shower the children with love and affection.

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 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 and annual performance reviews.

Chabad Daycare 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.

If an accident occurs, staff complete an Accident Report describing the situation and care given. Ensuring the safety of each child is implemented through our various center policies such as the Communication Policy, Child Abuse Policy, Health 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.

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 redirection 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.

Chabad Daycare 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 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.

### **SERVICES OFFERED:**

Toddler age: 18 Months to 30 months

Preschool age: 30 months to 4.5 Years

Hours:

Mornings: 9:00 – 1:00pm

Long Day: 9:00am – 3:00pm

Full Day 7:30am – 6:00pm

### **TUITION COSTS:**

See Schedule Below:

Program	Registration Fee	Deposit	Annual School Tuition
<b>2 mornings Tues &amp; Thurs (includes lunch) 9:00am-1:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$2,500  PRESCHOOL: (from 30 - 48 MO) \$2,400
<b>3 mornings Mon, Wed &amp; Fri (includes lunch) 9:00am-1:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$3,600  PRESCHOOL: (from 30 - 48 MO) \$3,500
<b>5 mornings Mon-Fri (includes lunch) 9:00am-1:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$6,100  PRESCHOOL: (from 30 - 48 MO) \$6,000
<b>2 long days (includes lunch) Tues &amp; Thurs 9:00am-3:30pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$4,000  PRESCHOOL: (from 30 - 48 MO) \$3,850
<b>3 long days (includes lunch) Mon, Wed &amp; Fri 9:00am-3:30pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$5,900  PRESCHOOL: (from 30 - 48 MO) \$5,700
<b>5 long days (includes lunch) Mon-Fri 9:00am-3:30pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$9,600  PRESCHOOL: (from 30 - 48 MO) \$9,400
<b>2 full days (includes lunch) Tues &amp; Thurs 7:30am-6:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$6,200  PRESCHOOL: (from 30 - 48 MO) \$6,100
<b>3 full days (includes lunch) Mon, Wed &amp; Fri 7:30am-6:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$9,200  PRESCHOOL: (from 30 - 48 MO) \$9,000
<b>5 full days (includes lunch) Mon-Fri 7:30am-6:00pm</b>	\$100	One Month Tuition Applied to last month	TODDLERS (18-30 Months) : \$15,200  PRESCHOOL: (from 30 - 48 MO) \$14,800

## GANEINU PRESCHOOL | 2016-2017 CALENDAR

<p><b>6</b> 9:30 – 10:30 Orientation with children and parents</p> <p><b>7</b> First day of school</p>	<p><b>SEPTEMBER 2016</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td style="background-color: #90EE90;">6</td><td style="background-color: #90EE90;">7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>10</b> Purim Party</p>	<p><b>MARCH 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td style="background-color: #90EE90;">10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
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<p><b>3-4</b> No School - Rosh Hashana</p> <p><b>10-12</b> No School - Thanksgiving</p> <p><b>17-18</b> No School - Yom Kippur</p> <p><b>24-25</b> No School - Sukkot - Simchat Torah</p>	<p><b>OCTOBER 2016</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td style="background-color: #FF00FF;">3</td><td style="background-color: #FF00FF;">4</td><td style="background-color: #FF00FF;">5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td style="background-color: #FF00FF;">10</td><td style="background-color: #FF00FF;">11</td><td style="background-color: #FF00FF;">12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: #FF00FF;">17</td><td style="background-color: #FF00FF;">18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td style="background-color: #FF00FF;">24</td><td style="background-color: #FF00FF;">25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>7-19</b> No School Passover</p>	<p><b>APRIL 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td style="background-color: #FF00FF;">7</td><td>8</td></tr> <tr><td>9</td><td style="background-color: #FF00FF;">10</td><td style="background-color: #FF00FF;">11</td><td style="background-color: #FF00FF;">12</td><td style="background-color: #FF00FF;">13</td><td style="background-color: #FF00FF;">14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: #FF00FF;">17</td><td style="background-color: #FF00FF;">18</td><td style="background-color: #FF00FF;">19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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## **ADMISSION AND DISCHARGE POLICY**

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 reregister 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).

If the staff feels that they cannot manage a particular 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.

## **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. (Cell 416.988.1365)

## **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.

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. (Chabad does not accept responsibility for the strollers left).

## **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.

## **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. 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.

## **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, Devora. 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.

## **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 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.

## **ACCIDENT POLICY**

On enrollment, 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.

## **HEALTH & SAFETY POLICIES**

Chabad Daycare'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 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.

For health precautions, children's hands are washed with soap after they use the washroom, have their diapers changed, paint or do messy crafts, and before food is served. Teachers wear gloves and lay fresh examination paper on the change table when changing diapers. They also wash hands with soap upon completing the diaper change. Day care children bring their own sheet and blanket for naptime, that will be sent home every week for washing. Children must have their immunizations up to date before being allowed to start the school year. No child can enter school without a copy of their immunization record on file.

## **PROHIBITED PRACTICES POLICY**

The following policy applies to children enrolled in the program.

Children that are not presently enrolled in the program are not able to participate in the program. While any child that is not enrolled is present they are the responsibility of the parent or adult that they are with.

We believe that positive practices are an integral part of our program as it complements our goals and philosophy. It ensures the smooth running of our program and teaches children to learn to respect others, themselves and property. The policies have been compiled according to the Child Care and Early Years Act. Written policies and procedures are posted and must be adhered to by all staff.

Upon employment each staff member will examine and understand this policy. On agreement the staff will sign with the Director present confirming understanding and compliance with the policy. Each staff member will sign and review the policy once a year as stated in the Child Care and Early Years Act.

Role modeling is seen as best process to preparing children to conduct themselves in an appropriate manner, which is achieved through encouraging the use of verbal communication in an open, honest manner.

It is our belief that a quality program will work as a preventative measure in regard to prohibited practices.

A program that is age appropriate has lots of toys and activities and has a balance between stimulating and quiet, is conducive to learning and appropriate behavior.

A program that is relaxing yet enriching, has a variety of activities but is not overwhelming, is challenging yet has opportunity for success will work towards this goal.

Ensuring that children are active, stimulated, challenged and have opportunity for success while consistently seeing adults conduct themselves appropriately will foster happy developing children.

### **The programs shall NOT permit:**

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

## **ADMINISTRATION OF MEDICATION**

No medication is to be administered without parental consent and signature for medications prescribed by a physician or otherwise.

Additionally, written parental consent must be given (signed in our registration package) before administration of acetaminophen or ibuprofen to children with fevers.

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.

All Medication & Drugs, with the exception of asthma medication or emergency allergy medication, must be stored and kept in a locked container/cabinet inaccessible to children at all times. It is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. Medication should be administered in a well-lit area.

For each child receiving medication, an entry should be made on the Chabad Daycare Scheduled Medication/ Treatment Record form.

Chabad Daycare will not administer any cough suppressant, cold remedy or herbal medication to any child under 6 years old as per Health Canada regulations.

The Chabad Daycare Director is responsible to give the medication and should list each dose administered and the time. If a dose is omitted, reasons should be listed.

Any accidental administration of medication (i.e. medication to the wrong child or dose error) should be recorded by the Preschool director and reported, and then notify the child's parent immediately.

In the case of expired, unused, left over, surplus or unidentifiable medication they will be sealed in a zip lock bag, properly labeled and safely disposed of by bringing to a local pharmacy for proper disposal.

## **ANAPHYLAXIS POLICY**

The purpose of this policy is to reduce the risk of exposure to anaphylaxis causative agents. Anaphylaxis is a serious allergic reaction and can be life-threatening.

The allergy may be related to food, insect stings, medicine, latex, exercise etc. Chabad Daycare will make every attempt to reduce the risk of exposure to anaphylactic causative agents by ensuring our programs aim for "Peanut-free" environments.

Due to the growing incidences and seriousness of allergies to peanuts and other foods the centre does not provide any foods with any trace of nuts which includes nuts, tree nuts or any other peanut products.

NO food can be brought to any of our programs unless it is approved by the Program Supervisor. This includes any birthday cakes, chocolates or any other type of food.

From time to time events are held after hours that involve meals brought in from parents. Parents are reminded to keep their contribution free from nuts and parents of children with allergies are responsible for monitoring their intake at such an event.

All meals and snacks are provided by a reputable and professional children's catering company and arrive fresh daily. In the event that a child has an allergy or restriction, alternatives are provided.

Appropriate measures for children with severe anaphylactic dairy allergies will be addressed in the classroom by having the other children wash their hands after drinking milk/having dairy, ensuring the child is kept away from spilt milk.

Chabad Daycare uses non-latex gloves to reduce the risk of exposure to children with latex allergies.

In the event of any child with an allergy to beestings or insects, appropriate measures will be taken in any outdoor play area by using pest control if necessary. In the event that the outdoor area cannot be appropriately pest free, we would restrict use of the playground.

In the event of any child having a known allergy to chemicals or other agents, we will ensure that we are using a safe brand of chemical or agent for the child. If need be, use of certain products or brands would be eliminated entirely.

Anytime a child appears to be having an anaphylactic reaction and/or if the Epi-Pen is administered, 911 is called. When a child is transported to the hospital, they are accompanied by a trusted adult and parents are contacted.

Upon enrollment parents will complete an Emergency form, a Medical form informing the centre of any allergies or health issues and an Individual Plan providing consent to administer the Epi-Pen, parent contact information, and the child's picture. The Epi-Pen is to be placed in a clearly marked pouch in the classroom. The Epi-Pen is to remain with the teachers and group at all times, e.g. playground, trips, walks, etc.

Parents will submit a picture of the child to be posted with the child's name and medical information including casual agents. This information is to be added to the allergy lists in each room and in the kitchen. Teachers, volunteers and the cook will be notified upon the 36 child's enrollment.

Epi-Pen training occurs during First Aid training. The staff will review the allergy list, medical and emergency information and pictures and how to use the Epi-Pen upon hiring and at least yearly. Every staff and volunteer will review where Epi-Pens are stored prior to commencement of employment or volunteer service.

Parents and/or Physician will be asked to also train/provide input on individual administration of the Epi-Pen.

The Individual plan for a child with anaphylaxis and the emergency procedures in respect of the child (allergy list, medical form, emergency form, individual plan – emergency contacts and photo) will be reviewed by all the employees before they begin their employment and at least annually afterwards. The plan will include the child's name, Doctor's name, address and telephone number, allergy list, symptoms, signs, medications, where it is stored, expiry date and 1-3 emergency contact people.

A yearly sign off on this policy will be added to the yearly review and annual training will be recorded.

## **SERIOUS OCCURRENCE POLICY**

A **Serious Occurrence** is defined by the Ministry as the following:

- (a) the death of a child who received child care at a home child care premises or child care centre, whether it occurs on or off the premises,
- (b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premises or child care centre,
- (c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premises or child care centre,
- (d) an incident where a child who is receiving child care at a home child care premises or child care centre goes missing or is temporarily unsupervised, or
- (e) an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or wellbeing of children receiving child care at the home child care premises or child care centre.

### **Procedure:**

- (a) Report to the Supervisor all serious occurrences, as defined by the Ministry, or as deemed as such by Chabad Daycare, must be reported immediately to the Supervisor or

to her assigned designate. If the Supervisor is not on site, the assigned designate will call the Supervisor to report the incident as quickly as possible. The Supervisor or her assigned designate will conduct a preliminary enquiry immediately. *All persons having knowledge of the occurrence will remain at Chabad Daycare until they are excused by the Supervisor or her designate.*

(b) Report to CCLS and TCS Within 24 hours, any serious occurrence must be: •reported into the Child Care Licensing System(CCLS); and called into Toronto Children's Services ("TCS"): *If there are any updates to the Serious Occurrence Report, these must be entered into the CCLS within 7 days.*

(c) Report to Parents and Authorities: The child's parents must be informed immediately. It may also be necessary to inform the police and/or Children's Aid Society ("CAS").

(d) Immediate medical attention should be administered by trained staff if appropriate. Also, call Fire, Paramedic, and police as necessary.

## **NUTRITION /FOOD**

Good nutrition is essential for healthy growth and developing young minds. Chabad Daycare offers a morning snack, Catered 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 should be handled according to the guidelines of food and safety handling instructions.

Leftover food will be disregarded.

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 Daycare. This would include, but is not limited to, all children, parents, staff members and any information that would be considered private in nature.

## **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: 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.

## **OFF PREMISES & WALKING FIELD TRIPS**

The education of children is not confined to the four walls of the classroom. Teachers enhance their curriculum with field trips outside the classroom. Normally, field trips are planned by the teachers and communicated to you outlining the educational purpose and relevant details concerning the trip.

There are times when teachers take their classes out of doors and off the school site to walk to various destinations within the preschool neighborhood.

Throughout the preschool year walking field trips are arranged to locations near the preschool. The teachers will provide parents with details for these field trips ahead of time. Such field trips might include, but are not limited to the following: The Library - A Local Park - The Grocery Store - The Dentist Office - The Veterinary Clinic.

Sometimes “walking field trips” are spontaneous, taking advantage of the weather or the need to collect or use something in the neighborhood. A field trip of this nature might include a walk around the preschool building, or a walk along Queen St & The Ravine across the street

**Supervision:**

- The classroom teachers will directly supervise all walking field trips.
- Staff/Child rations will be maintained on all walks and trips.
- Additional supervision will be provided by the parents, Executive Director, or practicum students to meet supervision requirements.
- At all times, teachers will endeavor to ensure a safe environment during the walking field trip.
- Normally, the children will be wearing our brightly colored “Vests” to ensure visibility.
- They will walk in a line formation with an adult at the beginning and end of the line.
- First-aid packs and cellular phones are taken or easily accessed on walking field trips in case of emergency.

**Consent:**

Because of the impromptu nature of the walking field trips, the school is seeking, in advance, permission for your child to participate in walking field trips.

We will require your signature to indicate that you understand the impromptu nature associated with walking field trips and give permission for your child to participate in all walking field trips within the preschool neighborhood as outline above.

## What do I bring the first day?

- 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.

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

## **VOLUNTEERS AND STUDENTS POLICY**

This policy for the supervision of volunteers and placement students is in place to help support the safety and well-being of children attending the centre.

The Child Care and Early Years Act requires that every operator shall ensure that every child who is in attendance in a day nursery is supervised by an adult at all times.

### **Policy**

- No child will be supervised by a person under 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the centre.
- Placement students are not counted in the staffing ratios of the centre.
- Volunteers are not counted in staffing ratios of the centre

### **Procedures under the DNA Applicable to Volunteers and Students**

Volunteers and students will meet the following Child Care and Early Years Act requirements;

- Behaviour management policies and procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The individual plan(s) for a child with anaphylaxis and the emergency procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in the centre.

### **Notes:**

1. The Ministry criminal reference check policy does not apply to students placed in child care programs by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to

students beginning a placement in child care and should be required as a policy by a child care centre.

## **Roles and Responsibilities**

### **1. Supervisor:**

- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.
- Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.

### **2. Volunteers and students:**

- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the centre and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the centre.

### **3. Operator:**

- Ensure that the operator's insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.

## **Orientation Procedures**

An orientation will be provided to help volunteers and students understand the operation of the child care program and the expectations for their placement/volunteer experience. It will include the required policy and procedure reviews set out in the *Day Nurseries Act* as noted on page one of this policy.

It should also include at least the following;

- A tour and orientation to the centre both indoors as well as the playground area
- A review of the emergency evacuation procedures

- A review of the centres Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centres parent handbook
- An orientation to the location and use of the Ontario Child Care Licensing; Day Nurseries Manual