

PARENT HANDBOOK
JRCC PRESCHOOL AND DAYCARE
FOR AGES: 15 MONTHS TO 6 YEARS



FOR MORE INFORMATION CONTACT:

MRS. Esther Neft - Director

TEL: 6472227105 ext 501

E-MAIL: daycare@jrcc.org

5950 BATHURST ST. #109, TORONTO, ON M2R 1Y9

WELCOME TO JRCC PRESCHOOL AND DAYCARE

General Information -JRCC Daycare is a non-profit day care Centre that was established in 1994 to fill the need for a licensed, kosher day care in Toronto. JRCC Daycare is administered by the Jewish Russian community Centre Board of Directors.

JRCC Daycare is licensed by the Ontario Ministry of Education under Child Care and Early Years Act and is associated with Toronto Children Services. JRCC Daycare provides a stimulating educational program in a traditional Jewish environment that combines a complete **toddler, pre-school and KG programs** with a challenging Jewish curriculum emphasizing traditions, values and customs.

JRCC Daycare Program and curriculum is based/guided on a professional learning resource guide “**How Does Learning Happen?**” - Ontario’s Pedagogy for the Early Years.

JRCC Daycare Philosophy (Goals)

JRCC Daycare provides a warm, inclusive and caring environment for children with the highest level of education as well as the best Jewish values and ethics. Our program not only covers the areas of language, cognitive, social/emotional, fine motor and gross motor development, but also provides for the holistic child.

JRCC Daycare believes that children are **competent, capable and curious**, and have great potential.

JRCC Daycare will provide an inclusive and enriched childcare environment, which honors and respects all children’s beliefs, cultures, languages, and experiences acquired from their family and community.

Families are encouraged to share their culture, language and home experiences with the center.

JRCC Pre-School-Daycare believes in staff forming trusting relationships and partnerships between parents and staff working together to provide children with the best possible opportunity in achieving their dreams, goals and expectations and providing everyone with a **sense of belonging**. Staff provides parents with the opportunity to discuss their child’s progress through on-going discussions, and parent meetings if necessary or requested.

We aim to provide a diverse program that reflects both group and individual needs. Through ongoing observations, documentations and evaluations, we provide enriching experiences that reinforce, encourage and promote learning, development and play.

JRCC Daycare believes capturing and documenting our practice is a form of reinforcement of the learning process for educators, family and children. Staff will support all children’s **ability to self-regulate**, with the goal of this support being that children **feel comfortable and confident** with the learning environment.

JRCC daycare will promote children’s **engagement** and foster children’s exploration through play experiences and guidance. By specially trained Staff, the children are exposed to situations that will stimulate: communication and social skills through child-child and adult-child interactions; fine motor development; gross motor development through physical activity and outdoor play; self-esteem, problem solving, creative thinking and decision-making capabilities; curiosity, initiative and independence as a key goal in the classroom.

Engagement suggests a state of being involved and focused.

We strive to provide a stimulating program that offers services to children, families and the community, within the framework of the Child Care and Early Years Act and ideologies in Ontario’s Pedagogy for the Early Years (“How Does Learning Happen”).

JRCC Daycare will also promote children’s **health and well-being** by providing daily nutritious, healthy and kosher food based on Canada’s food guide, daily opportunities for children to be physically active and incorporate opportunities to practice self-care skills, based on Toronto Public Health practices and procedures.

We are committed that children learn to: **care about other people**, understand other’s feelings, cooperate and share.

Children are encouraged and provided opportunities for **expressing** and sharing their opinions, resolving conflicts, and **developing self-competence, self-worth and self-regulation**.

Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviour. Language-rich environments support growing communication skills, which are foundational for literacy.

We treat each child as an individual with love and respect, providing caring, nurturing and trusting environment that promotes each child’s learning, development, self-esteem and individuality, thereby ensuring them present and future success, but also to encourage Jewish practice and observance.

Days and Hours of Operation

Both full and part-time care is provided 52 weeks each year. Full-time care is offered between **8:30 a.m. and 6:00 p.m.** Part-time care is offered if under certain circumstances: **8:30 a.m. – 1:00 p.m. or 1:00 p.m. – 6:00 p.m.**

Our Programs- Specially designed for each age group.

Each child is encouraged to participate in a variety of activities within a safe, secure, and stimulating environment.

Our enriched program offers:-Art, Computers, Music, Creative movements, Jolly Phonics, Enriched summer camp program. We hope to make you feel a part of our family as the JRCC Pre-School-Daycare is a place where parents, and indeed, the entire family, play an integral part of the education process. Through holiday celebrations, newsletters, conferences, social activities and PTA functions, your family will become a significant part of our JRC community.

Fee Policy- Fees are due by the first of the month. Fees can be paid by cheque or cash. We require at least six postdated cheques (if paid by cheques) at the time of final enrollment.

Late fee will be charged if payments are not made on time. Monthly receipts will be given for income tax purposes.

Subsidized services may be available to eligible families. All cheques that returned from the bank (N.S.F) are subject to \$25.00 charge.

Fee Schedule:-

Toddlers-\$57.00-daily, \$1145-monthly, \$796.00 half day.

PS/KG-\$49.00-daily, \$995.00-monthly, \$692 half day.

Access and Equity policy-JRCC daycare is committed to the principles of equity. We believe that ethno racial and linguistic diversity enriches and strengthens our community socially, culturally and economically and that racism creates barriers for children and families in community. JRCC daycare programs are based on three languages (English, Hebrew, and Russian) and free of racism and bias.

1. Individuals of various, cultural and racial background within the greater community have equal opportunity to access the JRCC programs and services, all of which have a Jewish philosophy focus.

2. Individuals of diverse Jewish cultural and racial heritages are represented by the members of the board of Directors and any of its committees.

3. JRCC daycare ensures that children and families have equitable access to racially sensitive and culturally appropriate services.

4. In case of racial accidents occurring appropriate procedure is carried out according to anti-bias policies and procedures.

5. Children of the JRCC community, staff and supporters will have an enrolment Priority.

Inclusion-JRCC Daycare does and will work to meet the needs of all children. Children with special needs will be accommodated whenever possible and all children will be treated equally. We have also SNR consultations from Humber College available, which will assist us to improve our services.

Admission and withdrawal policy and procedure:

-An interview will be arranged to familiarize the family and their child with the surroundings, answer questions, and complete admission forms prior to enrolment. Family will then make an appointment with a Rabbi of the JRCC, where the family will be introduced to the unique program of JRCC day Care, its philosophy, will be registered and familiarized with the JRCC Community and its many programs.

-A non-refundable registration fee of \$100.00 and refundable security deposit of \$400.00 are also required to be paid for all children at the time of enrollment. This security deposit fee is retained by the Centre and applied to the last month's fees or returned fully to the family once the appropriate withdrawal notice is given. If parents fail to give 30 day's notice the security deposit fee will not be applied to the child's last month at the centre and will not be refunded.

All applications must be submitted with required deposit and registration fee.

-You are encouraged to stay with your child at the beginning of the day in order to reassure he/she minimize fears and becomes more comfortable. This means that your child will only spend a few hours the first day at the daycare. Your child will gradually increase the number of hours at the daycare over several days, according to the stage of development of your child is at. During

this transition a parent must accompany his/her child or make alternate arrangements.

-Your child's eligibility based on his/her age and his/her ability to cope with program. The JRCC reserves the right, after parental consultation, to ask a child to be removed from the program, if in the opinion of the staff and the supervisor, the program does not meet the child's needs.

-If the parent(s) does (do) not fully carry out the parental responsibilities set out in the parents' contract and in the Handbook, the child will be withdrawn from the program. Withdrawal procedure followed for all families. Written notice of withdrawal required from the daycare to parents due to the center's inability to accommodate the child's needs, the procedure will include:

-Documentation of meetings with parents and use of support services; -Notification of Children's Services Consultant;

- Notification of Board; -Referral to other services;
- In Special Cases the JRCC reserves the right to have a child withdrawn immediately.
- Parents expected to treat teachers, their child, other children and other parents in respectful manner.
- Daycare may terminate services if policies are not followed, fees are not paid on time, and child's behavior is not appropriate.
- Written notice of permanent withdrawal from the parents must be given one month in advance. If notice is not received, security deposit fee will be
- A permanent space cannot guarantee if you wish to temporarily withdraw your child. Therefore, your child will be placed on a waiting list.

Waiting List Policy and Procedure:

Policy: JRCC Daycare strongly encourages anyone who thinks their child may in the future need a space in our Daycare to fill out an application and put their child's name on the waiting list. Most families put their child's name on our waiting list often right after birth of their child. There is a no fee to put your child on waiting list. Children signed up on JRCC Daycare wait list will be given priority on a first come first signed priority.

Priority also will be given to children with siblings already attending the center, JRCC Daycare employees, and members of JR Community Centre.

Parents' status of the wait list will be shared at the parents' request in a manner that protects personal and confidential information of other children but will also allow families to see where their position on the wait list is.

Waiting list Procedure:

1. Call or visit JRCC Daycare to add your child's name to the waiting list.
2. Provide all the required information for your child on the waiting list:
 - Your expected start month, be mindful and strategic of your expected start month.
3. Each age group has its own waiting list.
4. JRCC Daycare offers a centre tour to learn more about our programs and policies.
5. If there are any changes to your contact information please contact the centre to update your file.
6. There is no specified length of time that you need to be on the list to be offered a space.
7. Spaces are created when a family or child leaves the centre. There is no specific time however the months of July, August and September have the most movement; spaces can be available at any time during these months of the year.
8. We are usually able to contact families 4-6 weeks before any given space, as parents are only required to give us 1 month's notice of their withdrawal.
9. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
10. Once the spaces available JRCC Daycare Supervisor will call all families that are eligible to start in their age group. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed if your child is still within the age group of the room you will be offered a space.
11. Once a family from the waiting list is called they are given 1 week time frame to return the call and express continued interest in the space available.
12. Once the families that return our call within the specified time, the family with the highest seniority date will have first official available space.
13. Once a place for your child has been confirmed, you will be required to complete a registration package for your child, including a medical form with a record of immunization, emergency contact form, allergy form, consent forms etc.
14. If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same. You will remain on the centers list until you have asked us to take you off or your phone number is out of order (the client is then unreachable)
15. No family will be discriminated against on the basis of race, language, culture, gender or sexual orientation or special need.

Sleep Supervision Policy: JRCC Daycare will ensure that all children have appropriate opportunities sleep, rest and relax for up to 2 hours or in accordance with their individual needs. All children have individual sleep and rest requirements. Children need a comfortable, safe, well supervised and relaxing environment to enable their bodies to rest. JRCC Daycare will provide beds and cots that comply with Canadian Standards. JRCC Daycare will consult parents respecting child's sleeping arrangements at the time the child is enrolled in the program.

Arrivals and Pick-ups: -Please do not bring your child to the classroom before 8:30 a.m. If you arrive early, please remain with your child until the classroom doors are open. Children may not enter or leave the Center unless accompanied by an adult.

-Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving. These times can get chaotic when there are several families arriving all at once, so for the safety of all please verbally communicate with the staff member on duty to ensure that your child is being signed-in or signed-out.

-We ask parents to bring children to the Center no later than 9:00 am each day they attend, due to the welfare and happiness of all the other children. When children arrive late it is a disruption for the other kids that are focused on a project or in the middle of a circle time.

-Children will not be sent home with unauthorized person(s). Parent must send a signed note of consent or call to give the name when someone other than the authorized person is scheduled to collect the child. ID's will be checked.

******Parents may not use cell phones during drop-off or pick-up******

If you need to use the phone do so outside the Center before or after coming onto JRCC Daycare Property. ***Late pick-up is any time after 6:00 p.m. on regular days or designated closing time on days prior to holidays. There will be a charge of \$1.00 per minute of any late pick up. Please note, if you are late more than one hour past closing time to pick up your child (-ren) and have not notified the centre, Children's Aid Society will be contacted as per the mandate set by Ministry of Education and Community and Social Services.

Parking-Parking your vehicle in the driveway is a fire hazard and places the children in danger. We kindly ask you to cooperate and park your car behind the building and walk your child to and from the entrance.

Nutrition-Nutritional, kosher, hot mid-day lunch and morning and afternoon snacks will be provided. Children's special dietary needs and allergies are posted in the cooking and service areas. Weekly menu plans are posted for the current and following week to assist you in menu planning at home.

Attendance and Absence-Please inform the Daycare if your child will be absent for any reason before 10a.m. There are no refunds for illness or temporary absence. Full fee will be charged.

All children attending daycare are expected to participate in outdoor play. Please do not send your child to school unless he/she is well enough to participate in outdoor activities.

For subsidized parents' 35 absent days per calendar are allowed. Absent days include when a child is on vacation, sick or absent for any other reason. Parents are responsible for assessed fees on absent days.

Full fee charged for vacation time for families that are not on government assistance, except 2 summer months –July and August.

Health Policy-No child can enter the program without complete medical information.

Please do not bring your child to the daycare if your child is not well enough to participate in both indoor and outdoor programming. If your child becomes sick during the day, a staff member will call you and ask you to arrange to pick up your child as soon as possible. A child must be kept out of school until he/she is 24-hours symptom-free when he/she is suffering from a temperature, bad cold, diarrhea, vomiting, unusual rashes, stomach pains, nausea etc. Before returning after an illness, the daycare requires a doctor's note stating your child's ability to return to care, after being absent for more than 3 days. Please ensure that you have the note, as your child cannot be accepted back without it.

Pacifier use Policy -If your child uses a pacifier, parents are asked to provide a labeled one. Children in the Toddler room who use them will have a pacifier only in the morning, to make the separation period less stressful for the children and at nap time. Toddlers will not be allowed to walk around the classroom with a pacifier during the day for the following reasons: it is not healthy for a child to pick up a pacifier off the floor once dropped and put back into their mouth; another child may put someone else's pacifier in their mouth; it is difficult to understand a child who is trying to talk with one in his/ her mouth; and, the muscles in their mouth and tongue need to learn how to work when talking without a pacifier in it.

Medication-All medications given to your child, during their day must be accompanied by permission to Administer Medication Form, available from the staff.

Staff cannot administer the medication unless it's prescribed BY THE DOCTOR and it must be in the original container, with a pharmacy label describing the prescription number, date, child's name, time, and amount of medicine to be given.

If there are any discrepancies with prescription, the medication will not be administered. Medication must be given directly to a staff member.

JRCC Daycare is committed to the safety and wellbeing of children enrolled in our program **who are at risk of anaphylaxis.**

We are committed to providing:

-an environment where the risk of exposure to anaphylactic agents is reduced.

-communication plan for parents, staff, students and volunteers including information on life-threatening allergies including anaphylactic

-an individual plan for each child with an anaphylactic allergy that includes emergency procedures in respect of the child, updated every 6 months

-training for staff provided by the parent on the procedures to be followed in the event of a child having an anaphylactic reaction, how to recognize the signs and symptoms of anaphylaxis and how to administer the medication and Epi-Pen

Contagious Diseases -Please inform the daycare in the event of a communicable disease i.e. chicken pox, conjunctivitis (pink eye), lice, hand, foot and mouth virus, scarlet fever (strep), impetigo, ringworm, measles etc. Sending a child to school with any sign of any communicable disease puts other children at unnecessary risk. This can easily be avoided by keeping the child at home and consulting a physician.

Smoke-Free policy-Every parent, teacher, student or volunteer of JRCC Daycare advised that smoking or handling a cigarette in the daycare or playground prohibited whether or not children are present, as per smoke-free Ontario Act.

Prohibited disciplinary Practices:

JRCC Daycare will not permit, with respect to a child (which may include but is not limited to hitting, spanking, slapping, pinching);

a. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);

b. physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);

c. locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;

d. use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their 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.

Child abuse policy in JRCC daycare.-Professionals and officials who are in contact with children on a daily basis are required by law to report suspected cases of child abuse. Abuse can mean both actively hurting a child and passively failing to take proper care of a child. If a staff member suspects that a child is being abused, he/she will collect and record as much information as possible about the child including the reasons for suspicions, time and date first noticed. The staff is responsible for speaking to Children's Aid JF&CS and is to inform the supervisor/ assistant supervisor of the situation.

Consent forms-Consent form includes fieldtrips, emergency medical attention, prescription medication, photo/media, release a child to someone other than a parent.

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 phone number changes.

Field Trip Plan-A part of educational experience includes exploring the world around us. Different age-appropriate trips will be organized throughout the year. Children will be transported via school bus to the location, and will be supervised by our staff members throughout their stay. A notice will be sent home in advance informing you about the destination, time and date. Consent form must be obtained from parents before a child will be taken on field trips.

Clothing-Your child must have two complete sets of clothing at the Daycare at all times. Your child also needs a pair of shoes for indoors, and a blanket and pillow. Please dress your child appropriately for outdoor play. Labels on coats, hats, scarves, and boots minimize loss and confusion. We are not responsible for lost items.

Toys and Valuable Items-Parents should not allow their children to bring toys or any valuable items to the Pre-School - Daycare (unless the teacher requested that they do so for "Show and tell" or other such activities) due to the health and safety issues.

Holidays-JRCC Daycare will provide a calendar to each parent at the beginning of the school year, in which parents will find information about holidays, closing times and early dismissals.

Parent Involvement-All parents/ families have the opportunity to be involved in everyday life of the daycare in general and their child's life in particular. Orientation for children and parents is provided. The arrival and departure of the children are used as opportunity to share the information in a warm and positive manner. Written communication is provided through newsletters, notes sent home, flyers posted in the centre etc. For Toddler class daily information sheet is posted for parents' attention. Parents are encouraged to visit and participate in special social meetings, workshops that reflect the culture and

interest of the families. Information of interest to the parents:-daily activities, menu, name of the teachers; educational websites, community resources etc -accessible for the parents on the parent bulletin board.

Volunteers, Participating Parents, and Placement Students- JRCC Preschool and Daycare may have volunteers, parents and/or Early Childhood Education students working within the organization along with staff throughout the year. At all times, volunteers and placement students will be under the direct supervision of JRCC Daycare's staff and are not permitted to be left alone with any child. No child or children will be supervised by someone who is not an employee of JRCC Preschool and Daycare. Only employees of JRCC Daycare will have direct access to children.

Outdoor Time policy-The Toronto Children Services requires that all children in licensed child care programs spend time outdoors every day, weather permitting with the guidelines as established by Public Health Canada and Safe Kids Canada. In order to keep us in line with child care practices across the City, we practice to reflect the following:

Safe weather for outdoor play:

Cold Weather: Temperature: The children should remain indoors if the temperature falls below -10* C.

Wind Chill: The children should remain indoors, regardless of the temperature, if the wind chill factor is reported as -12* C or greater

Warm weather: Heat and smog air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities. Please do not send your child to school unless he/she is well enough to participate in outdoor activities.

Serious Occurrence Policy- Serious occurrence- will be reported online using the Ministry of Education's CCL System.

The Serious Occurrence Protocol must be followed by the Supervisor if one of the following has occurred:

1. Any death of a child while in attendance at JRCC Preschool and Daycare.
2. Any life-threatening injury or life-threatening illness to a child while in attendance at a JRCC Daycare and Preschool
3. Abuse, neglect or an allegation of abuse or neglect of a child within the meaning of the *Child and Family Services Act* by a staff member of a JRCC Daycare or by any other person while the child is attending the JRCC Preschool and Daycare.
4. An incident where a child is missing, or is temporarily unsupervised.
5. Disaster or an unplanned disruption of the normal operation occurring on the premises of a JRCC Daycare (e.g. fire, flood, power outage) that poses a risk to the health, safety or well being of the children attending JRCC Daycare.

The Serious Occurrence Notification form will be posted in a conspicuous place highly visible to parents for at least 10 days from the date of the final update.

If you have any questions or concerns regarding your child's education and your child's experience within the centre, we welcome your input!

Welcome to JRCC Daycare! We are pleased to have you with us!