

## **Temple Sinai Community Preschool** **Parent Handbook**

### **Temple Sinai Program Statement**

We have developed our program statement based on – “How Does Learning Happen; Ontario’s Pedagogy for the Early Years,” a professional resource guide for those working with young children and their families. Our program statement will be reviewed annually to ensure that it follows the Minister of Education’s guidelines.

At Temple Sinai we recognize that children are competent, capable of complex thinking, curious and rich in potential. Our program is based on promoting positive self-esteem, curiosity, creativity and love of learning. Our goal is to help develop the child’s social, emotional, intellectual and physical capabilities to the fullest.

We are committed to promoting the health, safety, nutrition and well-being of all the children attending our program:

- Educators will observe children as they enter our school for signs of ill health.
- Handwashing and toy cleaning are essential in preventing the spread of illnesses. All educators and volunteers will follow the Sanitary Practices Policy to ensure in helping prevent the spread of illness.
- Children are supervised at all times to ensure their safety.
- All snacks and lunches are based on recommendations from Canada’s Food Guide and menus are posted outside the classrooms.
- Educators will review all information in regards to allergies, exceptionalities, food restrictions, and medication requirements.
- Our water will be tested as required
- The playground and equipment is inspected as outlined in our Playground Policy.

Positive and responsive interactions will be supported among the children, parents and educators. We strive to promote a sense of belonging for children and their families by creating positive interactions, communications and partnerships and meeting the needs of the individual child.

We encourage the children to interact and communicate in a positive way and to teach them and support their ability to self-regulate. Through role modeling, appropriate play activities, self-regulating games, and positive reinforcement these skills will develop.

It is through play that children learn and discover the world around them and it is our goal to foster our children’s play, exploration and inquiry. Our educators create rich learning environments indoors and outdoors, in which our children flourish. Through constant observation of the children we can extend their exploration by providing additional materials, tools and guidance. By posing open-ended questions to the children, we are supporting and encouraging their inquiry.

Our educators will provide child-initiated and adult supported experiences. Through observations our educators will plan and create a positive learning environment that is based on the interests

of the child. New ideas, interests, facts, concepts, skills and experiences will be introduced to widen the child's knowledge and experiences.

Our educators respond to the expressed interests of the children and plan their curriculum accordingly. Our program offers interesting, engaging open-ended activities that are challenging and child-directed. These experiences allow children to learn using all of their senses and to experience the world around them. Through self-initiated active learning experiences, children learn concepts and form ideas. Educators ensure the presence of the materials, encourage choices and provide support.

Consideration will be taken when planning indoor, outdoor, active play, rest and quiet time to meet the individual needs of the children. Our outdoor learning environment provides extended opportunities for all elements of learning, including gross motor development, nature exploration, independent and cooperative games. When weather is inclement, gross motor play can continue in our fully equipped gym. Each classroom has an area devoted to quiet play. Rest time will be encouraged for children in our extended day program.

Parents are our children's primary caregivers and their best teachers. Their participation in our program is greatly encouraged and appreciated. We acknowledge the value of parents sharing their expertise, hobbies, work skills or special talents. Communication about the program and their children is ongoing throughout the year. Temple Sinai Community Preschool has an open door policy and families are welcome at any time. Parents can connect with the teachers at drop-off and pick-up times. Parents are provided with information about their child's day through portfolios, picture documentations, posted program plans and menus, weekly email newsletters and parent visits. Parent/teacher portfolio night is held in February. Parents are invited to participate in many special events that happen throughout the year.

We are committed to involving local community partners and to engaging those partners in supporting our children, families and staff. Community partners such as resource professionals, speech pathologists, occupational therapists and counsellors are an important part of our centre in support of the children and their families.

### **Program Statement Goals and Implementation**

#### **Promote the Health Safety, Nutrition and Well-Being of the Children**

- All snacks and lunches are based on recommendations from Canada's Food Guide.
- Educators will review all information in regard to allergies, exceptionalities and food restrictions.
- Our Sanitary Practices Policy is promoted to limit the spread of illness.
- Handwashing and toy cleaning are essential in preventing the spread of illness
- Educators will observe children as they enter our school for signs of ill health.
- Our Water is tested as required.
- Our Playground Safety Policy is followed.
- Our playground and equipment is inspected as required.
- Our policies and procedures are followed to ensure emergency preparedness.
- Educators are certified in Standard First Aid and CPR C.

### **Support Positive and Responsive Interactions among the Children, Parents, Educators and Volunteers**

- We seek to build a sense of community by supporting an inclusive environment.
- We greet children and families by name.
- Open communication is ongoing throughout the year.
  - Through picture documentation
  - Through posted program plans and menus
  - Through weekly email newsletters
  - Through children's portfolios and a yearly Portfolio Evening
- Parent participation is greatly encouraged and appreciated.

### **Encourage the Children to Interact in a Positive Way**

- We help support children respond to challenges and conflict and encourage the children to interact and communicate in a positive way.
  - Through role modelling and role play
  - Through appropriate play activities
  - Through self-regulation games
  - Through positive reinforcement
  - Through finding alternate solutions and taking an active role in problem solving
  - Through encouraging children to identify and label their feelings
- Educators meet weekly to discuss any issues of conflict and receive on-going mentoring and support.
- Educators develop and implement positive child guidance strategies.

### **Foster the Children's Exploration, Play and Inquiry**

- Through constant observations educators create rich learning environments indoors and outdoors.
- By posing open-ended questions, inquiry is encouraged.
- Educators will provide additional materials and tools to support the child's exploration.
- Activities promote choice and are available all morning/day.

### **Foster Child-Initiated and Adult-Supported Experiences**

- Through observations, educators will plan and create learning experiences based on the interests of the child.
- Educators ensure the presence of the materials, encourage choices and provide support.
- Activities support children's interests, current knowledge and emerging skills

### **Our Commitment to Quality Programing**

- Our Early Childhood Educators are registered with the College of Early Childhood Educators.
- Staff members are kept current through ongoing information sharing and monthly meeting.
- Educators are encouraged to pursue continuous professional learning.
- Staff and volunteers review our program statement prior to interacting with the children.
- Our program statement is reviewed annually and when modified.
- Current theories are explained at two Professional Development days during the year.

### **About our Program**

Temple Sinai Community Preschool is a licensed non-profit Jewish preschool. We offer a caring and engaging learning environment for children ages 10 months – 4 years.

We have a low teacher-student ratio which creates a supportive and engaging environment. Our ratios are: Kiddie Ko-op (toddler) 1:5 and Nursery 1:8.

At Temple Sinai Community Preschool we are dedicated to fostering each child's love of learning and endeavor to help them reach their fullest potential.

### **Jewish Philosophy**

Fundamental to our program is our Jewish philosophy, where the introduction to and celebration of the Jewish holidays is central. Our philosophy is that of community with the goal of establishing the love for learning and fascination of the holidays while approaching the world in a Jewish way. Being located in Temple Sinai helps strengthen this philosophy as well as the child's Jewish identity.

### **Parent Volunteer Responsibilities**

The following is intended to be used as a guide for participating parents working with children in our school. It is not complete in detail and the parents must use good judgment in carrying out the suggestions.

- Parents must arrive at school promptly at 9:00 a.m. on their duty days, ready to help.
- Seek to have a manner and attitude that is gentle, quiet, relaxed, pleasant, positive, friendly, stable, controlled and understanding.
- Please do not bring siblings with you. This is a special time for you and your child, and your help is needed in the classroom.
- You are part of the staff, so please dress appropriately for both indoor and outdoor activities. We play outside almost every day.
- Listen to the children. Relax and have fun!
- What you observe while volunteering is confidential and should not be discussed outside the class with other parents.
- Temple Sinai Community Preschool promotes a child friendly environment. Parents are expected to reflect the same philosophy by being respectful to both staff and other parents.

### **Snack Time**

Snack is offered as a relaxed social time, when the group sits down together to enjoy one another's company.

Our school is **Peanut, Nut, and Sesame Free**. Please do not bring or send any food containing peanuts, sesame or any nut or nut products.

Home baking is **not permitted**.

**Lunch**

A healthy nutritious lunch, based on the Canadian Food Guide and catered by Alphabet Kids, will be served to those who stay for the lunch program.

**Birthdays**

We love having birthdays at our school. In consideration of the feelings of other children, **NO** invitations will be distributed through the school cubbies unless the whole class is invited. Special treats may be ordered through our Caterer, Alphabet Kids. Please email Shoshi@templesinai.net for more information. (No outside food may be brought in by families)

**Admission and Discharge Policy**

**Kiddie Ko-op** – Child must be 18 months for drop off.

**Nursery** – Child must be 3 years old by December 31

There is no reduction in fees for families with more than one child enrolled at the same time or for illness or vacation.

**Notice of permanent withdrawal must be done in writing.**

**CWELCC Approved**

We are very pleased to share that Temple Sinai Community Preschool, has opted into the government Canada-Wide Early Learning and Child Care (CWELCC) System. The implementation of the CWELCC System is a five-year plan which includes improving affordability, enhancing quality, increasing childcare access, supporting inclusion and supporting data reporting.

**Programs and Fees:**

Temple Sinai Community Preschool operates for twelve months a year and offers the following programs:

**September to June (Base Fee's):**

**Kiddie Ko-op (18m- 2.5 Years)**

**2 day program (Tuesday/Thursday)**

9:00-12:00 p.m. \$1,937.25

9:00-12:45 p.m. \$2,315.25

9:00-3:30 p.m. \$3,071.25

**Kiddie Ko-op (18m- 2.5 Years)**

**3 day program (M,W,F)**

9:00-12:00 p.m. \$2,362.50

9:00-12:45 p.m. \$2,929.50

9:00-3:30 p.m. \$3,969.00

**Kiddie Ko-op (18m- 2.5 Years)**

**5 day program**

9:00-12:00 p.m. \$3,402.00

9:00-12:45 p.m. \$4,252.50

9:00-3:30 p.m. \$5,906.25

**Nursery (3-4 Years)**

**5 day program**

9:00-12:00 p.m.	\$3,402.00
9:00-12:45 p.m.	\$4,252.50
9:00-4:00 p.m.	\$6,142.50

Temple Sinai Community Preschool offers optional before-school care for Kiddie Ko-op and Nursery children.

The program, led by our teachers or assistants, allows parents to drop off their children starting at 8.00 a.m. We also offer an after-school care option for those in our Kiddie Ko-op program who would like to extend until 4.00 p.m.

**(Non-Base Fee's)**

**BEFORE-SCHOOL CARE COST**

Entire school year (5 days a week): \$950  
Weekly drop-in option: \$40 per week

**AFTER-SCHOOL CARE COST**

Entire school year (5 days a week): \$430  
Weekly drop-in option: \$20 per week  
Daily drop-in option: \$5 per day

**Base Fee's and Non Base Fee's**

Temple Sinai Community Preschool has chosen to opt into the government CWELCC program to reduce fees to parents and make preschool more accessible to our community. In doing so there are certain criteria that are not included with the reduced fee tuition that we now have which is referred to as Non Base Fee's.

Our Base Fee is our tuition for the year which includes all food and enrichment specialists. Non Base Fees come at an extra charge and optional for parents to pay for such as: Before and after school fees, and our swim program in the summer.

**Summer Camp (Base fee's)**

**July and August:**

Playground Pals – 2 years old

Nutritious snacks and lunch will be provided.

**Monday to Friday**

**9.00 a.m. to 11:30 a.m.**

Session 1	\$463.05
Session 2	\$368.55
Both Sessions	\$807.98

**9.00 a.m. to 1:00 p.m.**

Session 1	\$567.00
Session 2	\$448.88
Both Sessions	\$992.25

**Summer Buddies – 3 – 4 years old**

Monday to Friday

Nutritious snacks and lunch will be provided.

**9.00 a.m. to 1:00 p.m.**

Session 1       \$590.63  
Session 2       \$472.50  
Both Sessions   \$1,039.50

**9.00 a.m. to 2:30 p.m.**

Session 1       \$744.19  
Session 2       \$578.81  
Both Sessions   \$1,299.38

**Security and Safety**

Please Note that we are asking for a levy of 10% of Preschool and camp tuition fee's. This levy will help to defray the cost of upgrades to our security infrastructure and safety measures.

**Babies Club Programs:**

**(With a caregiver and Not Eligible for CWELCC)**

Twinkle Tots- 10-24 months  
10 to 24 months

Tuesdays 11:00-12:30 p.m.  
Thursdays 9:30-11:00 a.m.

Mini Fun Friends – 12-24 months (Summer program)

Tuesdays and Thursdays 9:30-11:00 a.m.

**Holidays**

We will be closed for all Statutory Holidays – Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Good Friday, Victoria Day and Canada Day. The school will also be closed on the following Jewish Holidays – Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Passover and Shavuot. These days vary year to year. Parents will receive a calendar in August listing the actual closure dates for that school year. The school is also closed for two weeks for winter break.

**Trips (included in Base fee's)**

Kiddie Ko-op does not participate in trips off the premise. Nursery classes may participate on several trips during the school year. A notice will be sent home in advance of the excursion informing you of the destination, time and method of transportation. Parents will be required to sign and return a permission form for each trip. Most trips will include parent helpers.

**Specialized Services**

Temple Sinai Community Preschool should the need arise; can consult with specialized services such as Speech-Language Pathologists and Developmental Consultants.

**Parent Communication**

Communication between staff and parents is ongoing through phone calls, parent/teacher interviews, emails, private Facebook group and portfolios. Please phone or drop by the preschool director's office if you have any questions or concerns.

### **Parent-Committee**

The main responsibilities of the room parents involve serving as the liaison between the class, collecting and managing the class funds for teacher appreciation, and parent leadership. Room parents also get an opportunity to flex their creativity in helping to come up with events to create more parent community. It's a great way to get involved with your child's classroom, as well as to build community at the Temple Sinai. The committee meets five times during the year for one to two hours. The Parent Committee also helps to evaluate our program, and gain insight from our parent body.

### **School Routines**

#### **Arrival**

Teachers will greet the children at 9:00 a.m. Please be prompt, as it is disruptive when children arrive late. Should you arrive late, please make sure the teacher knows your child has arrived.

#### **Dismissal**

Please wait outside your child's class and the teacher will dismiss the children one by one (or by carpool) to ensure their safety. Late pickup can upset your child. Please be punctual!

### **Authorization to Pick Up a Child**

No child will be released to anybody other than his or her parents or those designated on the information sheet, unless prior written notification is given.

### **Policies**

#### **Registration**

Registration begins in October.

#### **Health Policy**

All children must have a completed medical form handed in before they may attend school. All immunizations need to be up to date.

Please do not bring your child to school if your child is not well enough to participate in indoor and outdoor play. Children may return to school after being symptom free for 24 hours after having a temperature, diarrhea, vomiting or a bad cold.

#### **Conjunctivitis (Pink Eye)**

A child must be on treatment for 24 hours before they may return to school. The eyes must be clear and discharge free.

**Hand, foot and mouth** (contagious, uncomfortable, but non-harmful virus passed by saliva). Your child can return to school when they feel well enough to participate. If your child has open blisters, we ask that they remain home until the blisters dry up as this is very contagious to others.

#### **Norwalk (Norovirus)**

Child may return to school when they are symptom free for 24 hours.



Chicken Pox

If the child has two or more symptoms (i.e. Fever and irritability or fever and oozing lesions) then a child cannot return to school. A child may return to school when the child feels well enough to participate.

Lice

Parents will be called and asked to pick up their child if they are found to have nit eggs. The child may return to class once they are treated and checked by a staff member to ensure that all eggs are gone.

Scarlet fever (strep)

Child must be on antibiotics for 24 hours before he/she returns to school.

Strep Throat

Child must be on antibiotics for 24 hours before he/she returns to school.

Please inform the office as soon as possible if your child contracts any of the above. A letter will be sent out informing parents if their child has come in contact with a contagious disease.

We reserve the right to refuse admittance to a child if we perceive that the child may infect others or if they do not seem well enough to participate in the program, even if a doctor's note allows admittance.

The Public Health Department enforces these regulated health policies. We are required, by law, to report communicable diseases to Toronto Public Health.

**Parent Participation**

Co-opting parents must have a negative TB test and a police reference check before they may participate.

**Medication Policy**

Temple Sinai Community Preschool can only administer drugs or medication that were prescribed by a doctor. Provisions will be made for EpiPen and asthma inhalers and will be handled the following way:

Designate a location in each classroom where these will be always accessible but out of reach of children. *Not locked.*

All EpiPen and allergy medications are administered according to the instructions on the label and written parental authorization. The Supervisor will confirm and describe how drugs or medications are administered and this aligns with the label instructions and written parental authorization "medication form" which will be posted in the classroom.

There is written authorization from the child's parent(s) that includes a schedule that sets out when the EpiPen or allergy medication is to be given, which includes specific symptoms that must be observed, as well as the dosage to be given.

The medications are administered from their original containers.

The container or package containing the EpiPen or asthma inhaler is clearly labelled with the child's name and the date of expiration.

Each room must designate 1 staff member to be in charge in case of emergency. Second staff member to call parent of all if required.

Staff to fill out medication form and report the incident to supervisor.

**For prescribed medications:**

Parents or guardians are required to fill out the medication form in full with instructions as to the dose and time that the medication should be administered. As well as any other relevant details (taken with food, ect.)

Parents must sign this form to give us authorization and the medication is to be kept in a lockbox either in the cupboard or fridge if need be.

Any unused medicine will be discarded after the administration period is expired.

We cannot force the child into taking any medication. If they refuse, the parent will be contacted so that they are aware.

One staff will be designated for administering the medication, if it needs to be given twice a day and there is a staff change, the staff will log it in the daily communication book, as well as directly speak with the afternoon teacher and/or supervisor to communicate that need.

**Refund Policy**

Deposits are non-refundable/non-transferable once cashed. All other installments once cashed are non-refundable/non-transferable unless school opens full in September (as per Ministry requirements.)

**Privacy**

Children's cubbies and class lists cannot be used for any soliciting or business use.

**No Smoking Policy**

No person is permitted to smoke or hold lit tobacco while at school, in the playground or on a field trip. Staff, parents, students, and volunteers will be informed of this policy at the time of hire/annually.

**SUPERVISION OF VOLUNTEERS and STUDENTS POLICY**

1. Direct unsupervised access of any child will not be permitted for non-employees of our nursery school.
2. Volunteers will not be counted as part of the ratio.
3. All school policies and procedures will be reviewed and signed before a volunteer begins interacting with the children and reviewed annually after that.
4. All volunteers will review each child's anaphylactic plan before they begin and reviewed annually.
5. Police reference checks will be required for all volunteers according to our Police Reference Check policy.
6. Volunteers must be 18 years or older.
7. Volunteers must keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be told to someone in authority immediately.

8. The Early Childhood Educator is responsible for discipline. Volunteers will refrain from disciplining students.
9. Due to allergies, volunteers are never to give students food or drink without staff approval.
10. Staff and volunteers will sign and date the policy annually.

### **Orientation and Supervision**

1. Parent volunteers will attend a Parent orientation evening where the RECE of the room will go over all expectations. Should they be unable to attend, the RECE will call them to review the expectations.
2. It will be the responsibility of the RECE to give direction and mentor volunteers when they are in attendance at the school in their class.
3. All volunteers will be given and must sign the same policies as employees.

### **Anaphylactic Policy**

**Anaphylaxis is a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock.**

#### **Strategies that reduce the risk of exposure:**

- Every parent will fill out a registration form which will ask them to supply information on life threatening allergies. The registration sheet must be handed in before the child enters school for the first time, on their own.
- The parents, in conjunction with their doctor, will develop an individual plan for each child who has an anaphylactic allergy. The signed plan, along with two epipens must be submitted to the preschool before a child with anaphylaxis is admitted to school.
- A file will be kept by the preschool director and child's teacher for each anaphylactic pupil, of current treatment and other information, including a copy of any prescriptions and instructions from the child's doctor and a current emergency contact list.
- Food bought by the school will be from a nut free bakery and all food labels must be read to check for allergens by the purchaser and by the staff giving the food to the children.
- Birthday treats brought in by parents must be checked by staff to ensure that it was bought at a nut free bakery or that allergens are not listed.
- Any other outside food is not allowed to be sent by parents, unless authorized by the supervisor ahead of time.
- If outside food is brought into the preschool, it needs to be nut-free, no meat allowed, and needs to be clearly labeled with the child's name.
- All allergies will be taken into consideration, not only nuts/peanuts.
- Children's hands and table surfaces must be washed before they eat.
- Staff will take a cell phone on all trips.

#### **Individual plans will include:**

- Details informing employees and others who are in direct contact with the child on a regular basis of the type/description of allergy, monitoring and avoidance strategies and appropriate treatment.
- Child care staff roles and responsibilities.
- A readily accessible emergency procedure for the child, including emergency contact information.
- Storage of epinephrine auto-injectors, where necessary.
- Signs and symptoms of an anaphylactic reaction.
- Individual plans must be signed by the parent, in writing, giving permission for administering allergy medication, sharing information and posting the Emergency Plan.
- Individual plans will be reviewed annually and revised as necessary.

- **Will be reviewed by volunteers and students who will be providing care before they begin working at the centre and then at least annually afterwards.**
- It will be highly recommended that each child has two epipens in case an ambulance cannot reach the centre within fifteen minutes.

#### **Communication plan for dissemination of information:**

- Signs at front entrance, kitchen and classrooms that make staff, parents and visitors aware of what foods are not allowed.
- Letters will be sent home at the beginning of the school year and any time a new life threatening allergy is discovered, to inform parents of the situation.
- List of children and allergies will be kept in a binder and will travel with the children wherever they go.
- Parents with children with anaphylaxis will provide an individual plan for their child prior to attendance.

#### **Administration of medication**

- Employees may be preauthorized to administer medication in response to an anaphylactic reaction, if the school has up-to-date information and the consent of the parent as applicable,
- Signs, showing how to use an epipen will be posted in every classroom being used.
- Epinephrine Auto-injectors and individual plans will be taken on school trips.

#### **Emergency Protocol**

- One person stays with the child at all times.
- One person calls for help or goes for help. Can use intercom in classroom to contact staff in upstairs office to call 911.
- Follow emergency procedures as outlined in child's individual plan.
- Child must be transported to hospital even if symptoms have subsided, as symptoms may occur hours after exposure to allergen.
- Staff or Director will accompany child to the hospital and wait until parent or guardian arrives.
- The child's back-up Epi-pen auto injector should be taken with to the hospital. Administered Epi-pen will be taken with to the hospital and given to hospital employee or parent for disposal.

#### **Training**

- Training on dealing with life threatening allergies will be done at the first staff meeting before school begins. New staff and **supply staff** will be trained before they begin working at the centre. Training will be done by a medical doctor or parent of the child who is anaphylactic. If there is more than one child who is anaphylactic, then all the parents must give written permission for one of them to do the training. **Training will include emergency procedures that include the requisite information on signs and symptoms and response to an anaphylactic reaction and a demonstration of how to administer an epinephrine auto-injector, also known by their trademark as Epipen.**
- **Training may also be provided to staff by other individuals such as a designate of the local medical officer of health, an individual who has certification as an epinephrine auto-injector instructor/trainer, or other agencies that may provide training. A list of the date of training for each staff will be retained to show that each person received the training before the start of employment.**
- Staff will sign and date that they have received training.

#### **Emergency administration of medication**

- If an employee has reason to believe that a pupil is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication

prescribed to the child for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so under subsection (1) of Bill 3 Sabrina's Law, 2005

**Immunity:**

- No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee's gross negligence..

**Playground Safety Policy**

**Supervision of the Playground**

**Staff**

Ratios must be always met when the children are on the playground.

If only one class is out on the playground, they must play in the riding toys, sand and little house area or in the climber area. Staff must be spread out at different areas of the playground, supervising at all times. This is not a time for conversations. One adult must supervise at the small slide and little house when these pieces of equipment are in use. The swings will not be used from September to April.

**Equipment**

All new equipment, renovations, repairs or replacements will be installed to meet the CSA Standard. Confirmation will be kept on file to verify that all changes meet the Standard and are verified in writing by a Certified Playground Safety Inspector.

**Safety Log**

A Playground Safety Log has been developed. Playground injury reports are to be fully filled out immediately after an accident by the staff who handled the situation. It is to be signed by the Director and kept in a playground injury file. Every morning before the children arrive, the playground is to be inspected. Each area listed is to be checked and results recorded. The staff member doing the inspection is to sign at the bottom. The Director and maintenance staff will do a monthly and seasonal check of the playground. An annual inspection is to be done, by a qualified person, with a written report to be kept in a permanent record, available for examination at any time. A plan of action will be recorded based on the annual inspection. The plan will include timeframes to address each specific issue. The maintenance staff will do most of the maintenance work and simple repairs. For more complex repairs, professionals will be hired.

**Outdoor Staff Schedule & Outdoor Program Plan**

Staff will supervise their class and others outdoors at the same time. Outdoor program plan is to be noted on the weekly planning schedule, to be posted. Plans are to include games and activities to encourage gross motor play, provide creative stimulation and enhance the daily program.

**Review**

The policy must be reviewed by staff when they begin employment and annually thereafter. A written record of the review must be signed by the staff and Director and kept on file for at least two years from the time of entry. Ministry staff will review this policy at the time of the annual license renewal visit.

**Emergency Management Policy and Procedures**

The purpose of this policy is to provide clear direction for staff and licensees to follow and to deal with emergency situations. The procedures are set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Staff will follow the emergency response procedures outlined in this document by following these three phases;

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery

The staff member who becomes aware of the disaster must call 911; inform all other staff of the incident and the school must be evacuated as quickly and safely as possible. If the disaster is fire, the fire alarm pull station must be used and staff must follow the school's fire evacuation procedures.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For any emergency situation involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed. A designated staff member will be responsible for each child with an individualized plan.

The R.E.C.E. in each classroom will notify the parents/guardians when an emergency has occurred.

The preschool director will debrief staff, children and parents/guardians after the emergency.

#### **Procedure for resuming normal operations;**

- Once an emergency situation is resolved, the preschool director will consult with the Ministry of Education program advisor and any other authority to determine what steps must be taken to ensure the school is ready to be used.
- The preschool director will provide ongoing communication with families until the school has returned to normal operating procedures.

#### **Procedure for providing support to children, staff and families;**

- The preschool director and staff will talk with the children about the emergency situation and will answer questions and concerns in a sensitive manner.
- The preschool director will address any concerns or distress that may arise with the teachers and staff as a result of the emergency situation.
- Professional consultants will be contacted to provide support for the children, staff and families if deemed necessary.

#### **SERIOUS OCCURRENCE POLICY**

All staff and volunteers will be informed as to the identification of serious occurrences, the immediate response procedures to a serious occurrence and the expected steps in reporting a serious occurrence, at the beginning of each school year.

#### **Identification of Serious Occurrences**

1. 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,

2. 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
3. a life-threatening injury to or a life-threatening illness of a child who receiving child care at a home child care premises or child care centre
4. 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
5. an unplanned disruption of normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre

Within the parameters of the preceding definitions, the service provider is responsible for determining whether an incident is deemed to be a serious occurrence as defined by these procedures and whether, therefore, it should be reported to the ministry.

### **The Immediate Response to a Serious Occurrence Incident**

- 1) Provide immediate medical attention when needed.
- 2) Appropriate steps will be taken to address any continuing risks to the client's health or safety.
- 3) Local coroner will be notified immediately in all cases involving death.
- 4) The staff or any other person witnessing or having knowledge of the occurrence will report the matter to the principal to conduct inquiries.
- 5) The principal shall immediately begin a serious occurrence inquiry to gather information regarding the actual or alleged occurrence(s)
- 6) All persons having knowledge of the occurrence should be asked to **remain on the premises** until the principal has interviewed them or indicated there is no need for their involvement at that point.
- 7) The information gathered by the supervisor will form the basis of the Report and should include as many of the following details as possible at this time:
  - Description of the occurrence
  - Client's allegation (if applicable)
  - Date, time, place where it occurred
  - Time occurrence reported
  - Reason for the occurrence (if know)
  - People involved
  - Action taken
  - Current status
  - Parties notified: Coroner in all cases of death, Police/CAS, as appropriate, parents/others as appropriate.
  - Further action recommended: specific to immediate situation: and/or related to potential underlying factors.
- 8) If on the basis of the inquiry, there is reason to suspect that a client has been abused (and/or in need of protection, in the case of a child,) the supervisor shall ensure immediate contact with: The CAS, and police as appropriate, in the case of a child. **It is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS.**

### **Reporting a Serious Occurrence – within 24 hours**

When a serious occurrence is deemed to have taken place, the service provider shall ensure that:

- 1) Within 24 hours, reporting online to the Child Care Licensing System (CCLS)
- 2) Within 24 hours the parent/guardian are informed unless immediate notification is contra-indicated.

- 3) A report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee within 24 hours of the supervisor becoming aware of the occurrence.

### **SERIOUS OCCURRENCE NOTIFICATION FORM**

- When a serious occurrence occurs, a high-level Serious Occurrence Notification form will be posted in a place visible and accessible to parents within 24 hours, including any allegation of abuse or neglect.
- The summary will not include any identifying information.
- Form is to be updated as additional actions are taken or investigations are completed.
- Form remains posted for a minimum of ten days from the date of the update.
- Form is kept for at least three years from the date of the occurrence and is available for current and prospective parents, licensing and municipal children's services staff upon request.

### **Standing and Recreational Bodies of Water and Water Safety Policy**

#### **Water Safety Best Practices**

- Close adult supervision will be used when children are using sprinklers, hoses or water tables while at school.
- Should we ever attend and use a public pool, we will ensure that they are regulated and have the following:
  1. A qualified life-guard(s) on duty at all times in accordance with Regulation 565.
  2. The rules of the public pool are followed.
  3. The children are accompanied and directly supervised by adults (who are at least 18 years old) at all times.
  4. Day Nurseries Act ratios/maximum number of children receiving care is maintained at all times.
  5. Parents/guardians are advised of the field trip and have signed a consent form.
  6. Staff will familiarize themselves with basic water/swimming safety tips.

### **Behaviour Management Policy**

Temple Sinai believes that behaviour management must be exercised in such a way that the rights of the child are respected, and the child's self-esteem is enhanced. The building blocks of co-operation between adults and children are:

1. Respect for the child.
2. An atmosphere of trust and acceptance.
3. Appropriate programming.
4. Age-appropriate expectations.

### **Prohibited Practices Policy**

This policy sets out a clear direction regarding prohibitive practices to support the overall well-being of children. The following six practices are never permitted in our school;

1. corporal punishment of the child;
2. physical restraint of the child, such as confining the child to a highchair, 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;
3. locking the exits of the childcare 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;

4. 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;
5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. Inflicting any bodily harm on children including making children eat or drink against their will.

### Intent

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children.

### **Review and Implementation of Policies, Procedures and Individual Plans Process for Monitoring Compliance and Contraventions**

Current and clearly written policies, procedures and individual plans are essential in ensuring consistency of care within our school. These policies, procedures and individual plans help support the director, educators, support staff and volunteers make informed decisions about daily practices. Policies provide well-defined direction about expectations, successfully guide actions of staff and volunteers, and provide a record of accountability.

Temple Sinai Community Preschool will ensure that policies, procedures and individual plans are developed to comply with CCEYA (Child Care and Early Years Act) legislative requirements.

Policies and procedures will be reviewed with all staff before they begin their employment.

Policies and procedures will be reviewed with all volunteers before they begin interacting with the children.

Employees and volunteers will review the policies and procedures annually after their first review, and at any other time when pertinent changes are made.

The date of each review of the policies, procedures and individual plans will be recorded and signed by each person who participated in the review. Records of the reviews will be kept on file for a minimum of 3 years from date of the review.

It is expected that all employees and volunteers will be in compliance with legislated policies, procedures and individual plans at all times.

Monitoring of compliance of policies, procedures and individual plans will be done on an ongoing basis. If the actions of an employee are in contravention of a legislative policy, procedure of individual plan, the Preschool Director along with the Director of Congregational Learning will meet with the individual. An incident report will be filled out and the report will be maintained in the individuals file. If the contravention is deemed as an immediate risk to the child/children the employee will be immediately dismissed.

### **Discipline**

The use of positive phrases, reinforcement, redirection and encouragement is stressed when dealing with problem behaviour. Should a child display aggressive tendencies towards other children or adults (biting, hitting, scratching, kicking) we reserve the right to request outside

intervention and/or evaluation. Should the aggressive behaviour continue after intervention, the parents may be requested to remove their child from the program.

### **Teacher Qualifications**

All RECE teachers must be a member in good standing with the College of Early Childhood Educators.

### **Parking**

Parking is not allowed in the driveway as it is a fire route. Only park in **designated** parking spaces. Do not park in handicapped spaces unless they are designated for 10-minute drop off and pick up for the school. Offending vehicles may be ticketed or towed.

### **Stacey Levitt Memorial Garden**

This garden is situated near the doors into the school. It is a beautiful area that is to be enjoyed, but it must be supervised at all times. There are young trees, flowers and a fountain that are easily damaged when the children climb on them. It is also very dangerous for the children to climb on the rocks.

## **Parent Issues and Concerns Policy and Procedures**

### **Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### **Definitions**

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. the teachers and assistant teachers in each classroom)

### **Policy**

#### **General**

Parents/guardians are encouraged to take an active role in our school and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Preschool Director and the Director of Congregational Learning at Temple Sinai and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 24 hours. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### Conduct

Our school maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Preschool Director or the Director of Congregational Learning.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

### **Procedures**

- When the nature of the concern or issue is program/classroom related, parents/guardians can raise the issue directly with the classroom staff or go directly to the preschool director.
- When the nature of the concern or issue is school related (e.g. School fees) parents/guardians can raise the issue to the preschool director
- When the nature of the concern or issue is staff related, parents/guardians can raise the issue directly with the individual or go to the preschool director. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the preschool director as soon as parents/guardians become aware of the situation.
- When the nature of the concern or issue is volunteer related, parents/guardians can go to the staff responsible for supervising the volunteer or student or directly to the preschool director. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the preschool director as soon as parents/guardians become aware of the situation.
- When the nature of the issue or concern is related to the preschool director parents/guardians can raise the concern directly with the individual or go to the director of education.

### **Escalation of Issues or Concerns**

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Rayner Conway, the Executive Director at Temple Sinai.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g., local public health department, police department, Ministry of Environment, Ministry of Labour, fire department,

College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

### **Resting and Sleeping Policy**

Temple Sinai Community Preschool follows the ministry guidelines where children are required to have a 2 hour rest period throughout the day. All Children will have a rest period from 12:45-2:45 p.m. Children will be encouraged to nap unless we are directed otherwise by a parent. If necessary, teachers may rub their backs, read stories or play soothing music. Blankets, pillows or soft toys are allowed at sleep time. Children will not be kept on their cots longer than 2:45 p.m or put down earlier that 12:45 p.m. No child shall be made to lie on their cot for more than 40 min after trying to sleep or having slept and awakened. After the 40 min mark, children may be given quiet activities such as reading books, colouring or quiet toys will be introduced. Some children may be given quiet toys on their cots after an initial rest period.

While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance active periods of the day. Children's needs may change day by day or week to week and it is the responsibility of the RECE to understand the wellbeing and to monitor them in order to provide the most restful and nurturing environment for them.

### **Waitlist Policy**

We will not charge parents to add their child's name to the wait list. Children will be accepted from the wait list as space becomes available. Spots will be given on a first come, first serve basis except for those who are siblings of an already enrolled child. Siblings will be given priority on the waitlist. When parents inquire about their place on our waitlist, we will disclose what number in the waitlist they are currently at, and confidentiality of the children listed will be maintained. No personal information will be disclosed about the affected child or families.

**\*Please note; Our COVID-19 Policy supersedes some of the policies in this handbook.**