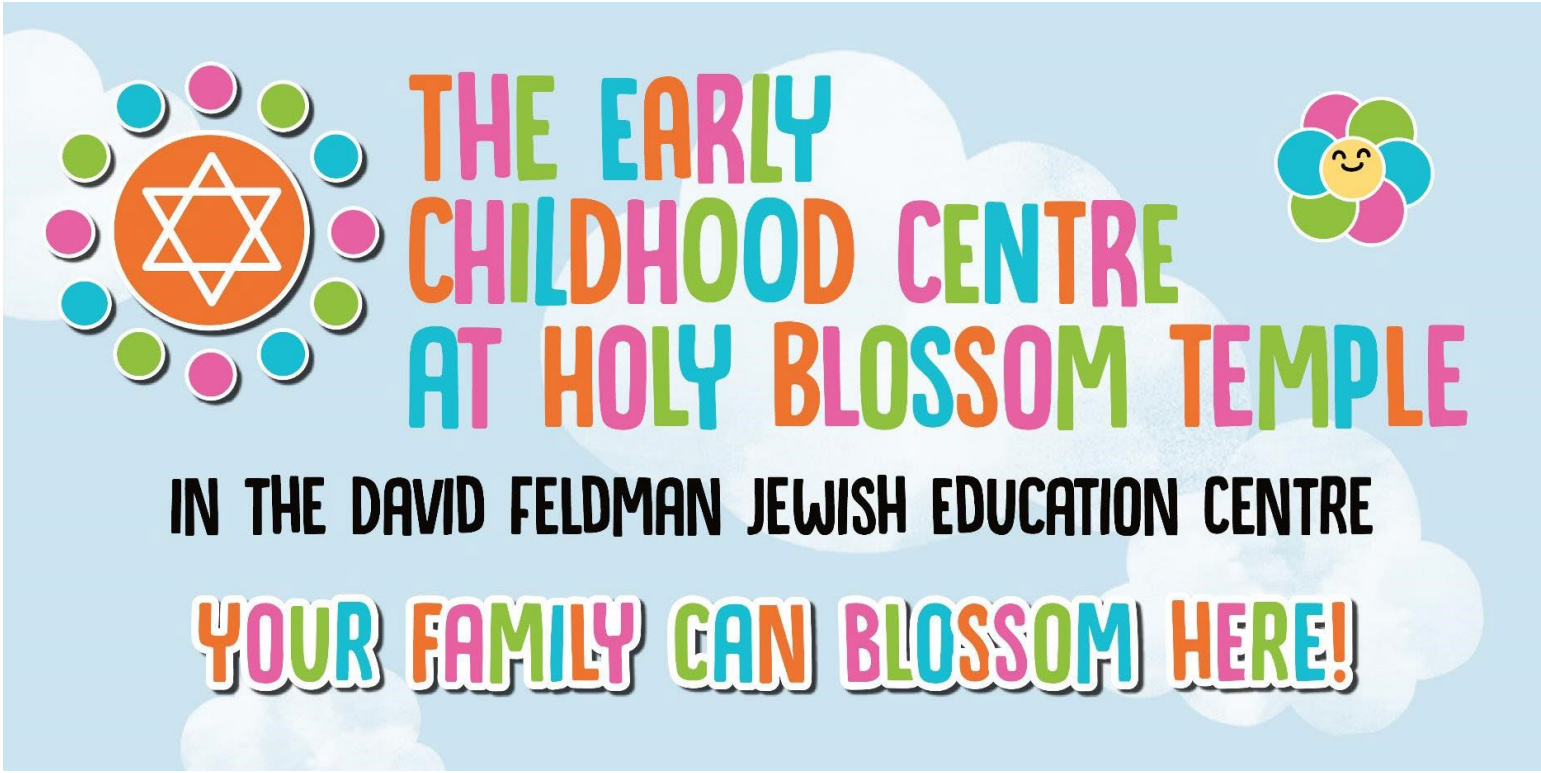

Parent Handbook

www.holyblossom.org

416-789-3291

2025-2026 EDITION

Welcome to the Early Childhood Centre At Holy Blossom Temple!

Dear Parents,
We are so pleased that you have chosen to entrust your children to us during these wonderful and impressionable early years.

This handbook is designed to facilitate the relationship between our staff and our families by providing specific information about our early childhood education program. We hope you will find this handbook informative and helpful in making you feel more familiar with our program and more comfortable in our school. Please feel free, however, to request additional information or clarification. The teachers and administration at the ECC are committed to providing a quality program that is safe, educational, child friendly, and fun! It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that that the ECC is a safe and enjoyable place for your family. We look forward to seeing smiles again at the ECC.

1950 Bathurst Street
Toronto, Ontario M5P 3K9 416-789-3291
ext. 240
Fax: 416-789-9697 www.holyblossom.org
whimmel@holyblossom.org
Wendy Steinberg Himmel @ ext. 240
School Office – Neomi Offman @ ext. 237 noffman@holyblossom.org

Please keep this handbook available for easy reference

Table of Contents

Program Statement/Curriculum
Eligibility and Class Placement
Wait List Policy Teacher-Child
Ratio Preparing for School.
The First Day of School
Parents and the School
Adult Code of Conduct
Health & Wellness Procedures
First Aid and Medication
Anaphylaxis Policy
Acute or Chronic Medical Needs
Extra Hygiene Measures
Safety for Arrival and Dismissal
Late Pick-up Fee Policy
Parking
Stroller
Lice Policy
Kashrut and Snacks
Birthdays and Celebrations
Excursions
Early Closings
Clothing
Toys from Home
Sleep Supervision Policy
Sample Menu
Fire, Evacuation and Emergency Procedures
Behaviour Management Policy
Supervision of Students and Volunteers and Policy
Posting of Serious Occurrences
Reporting Child Abuse/Neglect
Parent Issues/Concerns Policy and Procedure
Kabbalat Shabbat/Tzedakah
Creative Waste
Smoke Free Policy
Tuition Fees/Refund Policy/Closure Dates
Withdrawal and Dismissal Policy
Early Childhood Centre, Family Referral Program
Little Blossoms
Class Reference

CAMP BLOSSOM

THE EARLY CHILDHOOD CENTRE AT HOLY BLOSSOM TEMPLE
IN THE DAVID FELDMAN JEWISH EDUCATION CENTRE
YOUR FAMILY CAN BLOSSOM HERE!

HOLY BLOSSOM TEMPLE
ק"ק פרחי קדש

Program Offerings

- **Full-Day Toddler & Preschool:** 8:00 a.m. - 5:30 p.m. (Mon to Thurs), 8:00 a.m. – 2:00 p.m. (Friday)
- **Toddler Mornings:** 9:00 a.m. - 11:30 a.m.
- **Preschool School Day:** 9:00 a.m. - 2:55 p.m. (Monday to Thursday), 9:00 a.m. - 1:00 p.m. (Friday)

Program Statement and Curriculum

The Early Childhood Centre at Holy Blossom Temple is dedicated to excellence in Jewish Education. We are a school where professionals and families come together to create a totally integrated and child-centered approach to learning and Liberal Judaism. Employing Ontario's "ELECT" (Early Learning for Every Child) framework, ensures that we value a child's continuous development and the importance of supporting relationships between children and adults. We are committed to the following principals:

1. **Our school promotes the health, safety, nutrition and well-being of the students.** Physical activity is incorporated daily and nutritious snacks/lunches are provided. Each staff member has a valid certification in standard first aid, including infant and child CPR, issued by a training agency and has been trained to respond to medical issues according to our extreme medical plan for those students identified as having medical
   issues/allergies. Our ADMINISTRATIVE HEALTH POLICIES AND PROCEDURES ensures that all staff is aware and trained on the specifics of work activities in safeguarding the health and safety of children. Procedures will be reviewed and updated annually to incorporate best practices and encourage compliance. These policies and procedures of the IPAC program include but are not limited to: Communication with parents and staff with respect to IPAC practices:
   - diapering and toileting program
   - environmental cleaning and disinfection program
   - hand hygiene program
   - health evaluation of children for signs and symptoms of communicable disease, immunization requirements
   - pest control program
   - Toy cleaning and disinfection program.

2. **Our school supports positive and responsive interactions among the children, parents, childcare providers and staff. Ongoing communication with parents about the program and their children is important to us.** Teachers will be expected to:

- Plan each week to best meet the needs of individual children and those of the class. Through observation, documentation and interactions, teachers will use the children's interests and queries to help guide the program. In this way, we are viewing each child as competent, capable of complex thinking, curious and rich in potential. Information gathered will be shared by:

- Use of photography – uploaded to parents/posted in rooms - Curriculum Night
- Documentation boards
- Facilitating play – actively listening
- Anecdotal note taking
- Weekly newsletters
- Daily/weekly electronic communication
- Telephone calls to discuss more sensitive issues
- Short chats at pick up and drop off time
- parent-teacher conferences upon request
- Developmental reports
- SEESAW application

Our staff is always available and will make every effort to respond to parent requests in a timely fashion.

3. **Our school encourages children to interact and communicate in a positive way and supports their ability to self-regulate**. Our nurturing staff will encourage conversation, model language, identify and respond to stressors and help children learn strategies for becoming or staying calm and focused.

4. **Our school views each child as competent, capable, curious and rich in potential**. **We are committed to providing a nurturing and positive learning environment that fosters the children's exploration, play and inquiry and supports each child's learning and development; socially, emotionally, physically, cognitively and creatively with a focus on Jewish values, traditions and holidays**. **There is a balance of child-initiated and adult-supported experiences.** Emphasis is placed upon promoting good self-esteem, enhancing the child's communication skills, teaching respect for self and others and encouraging curiosity and imaginative play. Also, we aim to nurture and strengthen each child's social, emotional, cognitive and physical abilities. Direct sensory experiences are the mode through which young children learn most effectively. The opportunity to explore in a sensory manner and obtain answers to questions sets the stage for later, more formal learning. Our teachers design an environment that encourages children to experiment, discover and explore.

   Our primary objective is to present a well-balanced program. The children make transitions between active and quiet time, group and individual activities, creative and more structured play. Although there is underlying consistency, organization and routine, much flexibility exists in daily activities allowing for optimal creative experiences. Our curriculum is evaluated yearly to reflect changes within Ontario's Childcare and Early Years Act and ELECT's ideologies on Early Childhood Education.

   At Holy Blossom, our focus is to develop a positive Jewish identity/value by providing a wide range of rich Jewish experiences. The Judaic curriculum provides enriched programming around holidays, Shabbat and Israel. The children are guided through Jewish customs and traditions enabling them to see the world through "Jewish eyes." These activities may include visits to the Temple sanctuary or a weekly Kabbalat Shabbat, visiting Baycrest, learning to do mitzvot, planting trees as well as continuous opportunities to perform acts of Tzedakah and Tikun Olam.

Each child carries his own blessing into the world. (Yiddish proverb)

We are committed to embracing the entire family through family celebrations and parent participation. We are also very committed to learning from each other.
Indoor and/or outdoor active play provided daily. Free play, skill development and cooperative sports are incorporated into the daily schedule. Measures will be taken in the playground to promote physical distancing guidelines between classrooms. **Our caring staff is engaged in continuous professional learning**. Our yearly schedule allows for 2 professional development days where:

- infant and child first aid and CPR is instructed when required
- the ministry document *How Learning Happens* is reviewed
- program statement, policies and programming are reviewed

To assess the impact of our program on children and their families and to deliver an emergent, developmentally appropriate curriculum as set forth by the Ministry of Education, staff development is ongoing. Instruction is given by the program supervisor which provides pedagogical direction and examples that staff can refer to as they think about and plan how to act on the goals for children. Critical reflection and collaborative inquiry are used to question theory and practice, discuss ideas, test theories and share learning.

5. **The impact of the above goals and strategies on children and their families will be documented and reviewed regularly.** In addition, the program statement and all policies will be reviewed before the start of the school year. Our teachers observe, document and revise strategies daily for each child to respond to individual needs and provide quality education appropriate for each student and their families.

Enrollment, Eligibility and Class Placement

Toddler applicants must be 18 months at the start of school and Pre-School applicants must be 3 years of age by December 31st of the year in which the child starts school. Toddler applicants must be 18 months at the start of school and Pre-School applicants must be 3 years of age by December 31st of the year in which the child starts school. Children are grouped in classes according to their program option and their chronological age ONLY. In this way, we may best meet the needs of individual children and the group. We cannot guarantee requests.

The Early Childhood Centre at Holy Blossom Temple welcomes all children regardless of sex, race, religion, colour, or creed. We have staff with experience working with children with special needs and working with any additional human resources a child may require. It is deemed best for families to meet with the Director and teachers to discuss each child and any specialized services required. In this way, families and school staff can be sure that goals can be properly met and that all opportunities can be maximized.

Applications and fee information are available from our website at www.holyblossom.org.

Wait List Policy

Toddler applicants must be 18 months at the start of school and Pre-School applicants must be 3 years of age by December 31st of the year in which the child starts school. Children are grouped in classes according to program and their chronological age ONLY. In this way we may best meet the needs of individual children and the group.

Applications from members of Holy Blossom Temple and returning families will have priority, after which spaces are available on a first-come-first-serve basis.
Enrollment forms must be submitted with the enrollment deposit. If, for whatever reason we are not able to offer a space (due to a class being oversold or canceled due to low enrolment, or other unforeseen situations), the deposit will be refunded.
Once classes are full, we begin to wait list. There is no fee for adding a child to the wait list.
A family may receive verbal confirmation of their position on the wait list.
As class spaces become available, spots are offered to families on the wait list in the order in which they were added (chronological). Once a family has been offered a spot on the wait list, they have 24 hours to accept the spot, or it is forfeited, and the spot is offered to the next family on the list. When a family accepts a spot, they must return completed enrollment forms and the enrollment deposit as soon as possible.

Teacher-Child Ratio

A low adult-child ratio is essential in providing good quality early childhood education. At Holy Blossom, our maximum teacher-child ratio is as follows: 1:5 in Toddler (3 staff, 15 children) and 1:8 in Pre-School (2 staff, 16 children). At Holy Blossom, our maximum teacher-child ratio is as follows: 1:5 in the Toddler (3 staff, 15 children) and 1:8 in the Pre-School (2 staff, 16 children). This is the standard as set by the Ministry of Education and may never be exceeded.

Preparing for School

A child's first school experience can be unsettling. As adults, we can relate to the anticipation and discomfort that accompanies a new situation. Separation is a process. We want to work closely with you to ensure that your child gets off to the best possible start. You may wish to consider the following suggestions to ease the transition into school and help reduce common separation anxiety from parents. *Preparations may begin at home prior to the start of the year.*

*Speak of the school experience as an exciting one, highlight some of the wonderful things they can expect to do and refer to teachers as new friends and helpers. Drive/walk-by frequently, pointing out your child's "New School."

*Permit your child as much time as he/she requires to feel comfortable with teachers and children. Each child is an individual and therefore adjustment periods will vary.

*Structure your child's home schedule to allow for adequate time to wash, dress and eat. Rushing before school often creates unnecessary stress and anxiety for both parents and child alike. Maintain a routine that allows for predictability.

*Inform teachers in advance of any new occurrences or emotional situations (i.e. moves, new baby, long-term illness etc.) which have taken place, or you anticipate may occur. Such instances *may* affect your child's adjustment period or cause temporary setbacks.

The First Day of School

You will receive an August package which includes a letter that will inform you of your child's starting day. During the first weeks of school, if children are having a very hard time settling in, we may call you to pick up your child early.

All forms must be submitted prior to the first day of school.

Please send to school during the first week a recent photograph of your child and a large, labelled Ziplock back filled with a full set of extra clothing. Both will be returned to you at the end of the school year. **A list of supplies will be included in your package.**

The school will make available a complete class list including all students' names, parents' names, addresses, e-mail addresses and phone numbers.

Parents and the School

Parents are an integral component of our Early Childhood Centre. The school values a harmonious relationship with home. Communication is ongoing. Parents are kept well informed of current happenings by electronic mail and newsletters and through the SEESAW application. This is our primary mode of communication and thus vital that you read all electronic correspondence. Please be sure we have your correct e-mail address.

Parents, volunteers and visitors will be permitted by appointment only.

Parents will receive a "settling in" phone call one month after school has commenced and a "closing" phone call within the last month of school. Parent-Teacher conferences are held midyear (February) and provide an opportunity for parents to discuss their child's progress. The teachers, however, are always available if concerns arise. If you wish to have a lengthy discussion with your child's teacher, please leave a message with the school office (ext. 240), the teachers will promptly return your call. Please resist the temptation to speak with the teacher immediately before or after school as teachers are involved with arrival and dismissal procedures.

We encourage you to raise concerns with the teachers or Director. We will always work collaboratively to find mutually satisfying solutions. If you are having difficulty communicating with your child's teacher or are having trouble finding a mutually satisfying solution with the teacher, please speak directly to the Director, who will work with you and with the teachers to find a solution that will be beneficial to all.

Parents too should let teachers know about any major changes at home, such as the birth of a sibling, the serious illness of a family member, a parent out of town etc. Having this information enables teachers to understand each child's behavior better and to help children cope with stressful situations.

To both save paper and communicate with you regularly, we strive to communicate primarily via e-mail. Please be sure that you are receiving all correspondence.

Adult Code of Conduct

The Early Childhood Centre's 'Code of Conduct' sets a clear standard of behavior that applies to all individuals involved in our community including parents or guardians, volunteers, teachers and Board members. These standards apply whether they are on Center property or at a Center sponsored event or activity.

The ECC Code of Conduct should be read in conjunction with the Holy Blossom Temple Code of Ethics https://holyblossom.org/wp-content/uploads/2024/07/Holy-Blossom-Temple-Code-of-Ethics-June-22-2023.pdf

All members of the Holy Blossom community are to be treated with dignity and respect regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

All adult members have the responsibility to act as models of good behavior. Foul language (swearing, name calling, shouting) is not appropriate. Individuals engaging in such behavior will be asked to leave the premises immediately. Inappropriate behavior or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the school and/or police intervention. This type of behavior includes harassment or intimidation by written notes, e-mail, words gestures and/or body language.

The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed to the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Director and/or Executive Director. Failing resolution with these parties, the matter will be referred to the appropriate resolution pathway in accordance with the Holy Blossom Code of Ethics, referenced above.

Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the school hallways, parking lot or via (including electronic mediums such as Facebook, personal blogs or other forms of electronic information sharing.

Any pictures taken at the school or during school events are for the private use of the family only. These pictures cannot be posted in on-line photo albums. Parents will be asked to sign a consent form regarding school photos for anything other than school.

Personal information such as addresses, e-mail addresses or phone numbers are solely for the purpose of communicating between parent and teachers and parent to parent. They are not to be used for business promotion.

Health and Wellness Policies and Procedures

The Childcare and Early Years Act, published by the Ministry of Education under the Government of Ontario states that 'every operator shall ensure that a daily observation is made of each child in attendance before the child begins to associate with other children in order to detect possible symptoms of ill health.' The Childcare and Early Years Act also stipulates that prior to school entry, your child must be up to date with all immunizations. Your child's most up do date immunization record must be provided prior to the first day of school. If your child is not immunized due to medical reasons or conscience objection, a prescribed government document must be completed. Please contact Wendy for more information if required. It is very strongly recommended that all children receive a flu vaccine in the fall. Please remember to provide a new copy of your child's immunization record every time it is updated (including receipt of flu vaccine).
In the preschool community, good health is an important issue. Childhood diseases are unfortunately inevitable. We ask that you use good judgement with respect to sick children. If in doubt, it is a good idea to consult with your physician. Very often, an extra day at home will help

to prevent the spread of contagious illnesses and viruses and ensure your child's renewed health. If your child is not well enough to participate fully in the program, including outdoor play, your child is not well enough to be at school.

Exclusion of Children with Symptoms Policy and Procedures:
When children appear ill or if the child is unable to participate in regular programming due to illness and or exhibit COVID-19 symptoms, we will ensure the following:

1. Ill children will be separated from all other children and will be supervised and monitored by one staff until they are picked up from the ECC by a parent or guardian. Hand sanitizer and tissues will be available. Tissues should be disposed of properly.
2. Symptoms of illness will be recorded, signed by the parent and kept in the child's file and recorded in the classroom daily log. And will include record of symptoms, date and time symptoms occurred, classroom.
3. The parent/guardian of the ill child will be notified of the child's symptoms and asked to pick up the child immediately. If we are unable to reach you, we will call your emergency contacts.
4. If it appears that the child requires immediate medical attention, 911 will be called.
5. If a reportable communicable disease is suspected, it will be reported immediately to the communicable disease surveillance unit, 416-392-2489.
6. Staff will monitor for an increase in above normal number of illnesses among other staff and children and will include; observing children upon arrival, record symptoms of illness, record date and time of the symptoms, record the class, record attendances and absences
7. In the best interest of all the children at Holy Blossom, children exhibiting the following illnesses/symptoms must be excluded from the program:

Children who appear ill or if the child is unable to participate in regular programming due to illness and or exhibit COVID-19 symptoms must be kept at home.

Symptoms to look for include but are not limited to:
COVID SYMPTOMS: Stuffy or Runny nose, nasal congestion, cough, wheezing or difficulty breathing, sore throat, headache, excessive lethargy, fever = oral temperature 37.8 degrees C and above, decrease or loss of taste/smell, nausea, vomiting or diarrhea

Additional Illnesses include:

Undetermined rash	Strep Throat
Vomiting, diarrhea	Scarlet Fever
Chicken Pox	Rubella
Pink Eye	Impetigo
Mumps	Whooping cough
Hand, Foot and Mouth Disease	Roseola Meningitis

IMPORTANT NOTE: Anyone with a contagious disease should not be on school property (even to drop-off/pick-up a sibling) as this exposes the children, parents, volunteers, assistants, and staff to the disease. **A physician's letter is required to confirm viral eye infection (not conjunctivitis) so child may return to school in less than 24 hours.*

******Staff and Children must be symptom/fever free/on antibiotics for a full 24 hours before they may return to school.***

*****Staff and children who are being managed by Toronto Public Health should follow instructions from TPH to determine when to return to the ECC.*

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Permission to Administer Medication form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

We ask parents to keep staff informed of all communicable diseases and any other signs and symptoms of illness that their child experiences. This information may need to be reported to the families of classmates and/or Toronto Public Health.

First Aid and Medication

Should a child receive a minor injury or abrasion while at school, it will be cleaned and bandaged. One of your child's teachers will communicate this information with whomever is picking your child up that day and you will receive an accident/incident report to be signed and returned to the school.

In more serious circumstances, the parent is immediately notified. If a parent is not available, your designated emergency contacts will be phoned. In the case of an emergency or accident where a parent or emergency contact is not available, if necessary, the child will be transported by ambulance to the nearest hospital.

In certain circumstances, children may have conditions requiring the administration of medication. We can only administer prescription medication that is in its original labeled pharmacy container. Parents must complete and sign an authorization form before teachers can administer medication.

We are only able to administer over the counter medication if the medication is accompanied by an explicit physician's letter. Two examples of instances where we can administer over the counter medication are as follows:

1. A child is prone to febrile seizure with the onset of a heightened temperature. We can administer (example) Tylenol. The child's parents will be called, and the child will go home immediately.
2. A child requires (example) Benadryl as part of their Anaphylaxis emergency plan. We will administer the Benadryl; the child's parents will be called, and the child will leave immediately.

During the time of year when the sun is strong, please apply sunscreen to your child before he/she comes to school.

Anaphylaxis Policy

Holy Blossom Pre-School subscribes to the Ministry guidelines for the prevention and management of allergy induced anaphylactic shock. Our school is a **fully peanut, tree nut and sesame free facility.**

Some children at Holy Blossom Temple ECC suffer SEVERE allergies to specific foods. These children can have a reaction when exposed to an allergen, even simply by touching a child who ate that food at home and did not wash the residue off before coming to school. Holy Blossom Temple ECC works in partnership with parents of anaphylactic children to reduce the risk of an anaphylactic reaction.

In order to safeguard these children, products containing peanuts, tree nuts or sesame, including traces of (or "may contain" warnings) peanuts, tree nuts or sesame must not be brought to the school under any circumstances. *Only those food items as listed on birthday or snack notes may come into the school and must be in their original packaging.* All food items are to be prepared by the teachers.

Teachers and administrative personnel re-learn each August how to use an EpiPen and how to recognize the symptoms of an anaphylactic reaction. Parents of anaphylactic children must complete an allergy information sheet that includes a photograph of the child, a description of the allergy, avoidance rules and possible symptoms if a reaction were to take place and an emergency protocol. This information sheet is posted in the classroom and activity room. A second copy is kept in the school office.

At least two EpiPens should be on the school premises at all times, one with the child in a fanny pack or in the class emergency bag and one out of reach in the classroom. It is a requirement of the school that the EpiPen be with the child at all times and may not be left in their bag or coat. This is essential for his/her own protection. We must be able to administer the EpiPen immediately in the event of an anaphylactic reaction and cannot do so if the EpiPen is not with the child.

Parents of children with allergies are asked to provide a number of non-perishable snacks in their original container for the teacher to keep in the classroom (or freezer) in cases where the child may be concerned about a snacks/treat being offered. Parents who provide treats for special events are reminded that no food may be baked or prepared at home. Only peanut, tree nut and sesame free baked goods and foods that fit our policy for snacks and Kashrut may be brought in. Lists of "safe snacks" will be provided in September. All food must be in the original package. If you ever have any questions when choosing a treat for your child's birthday, please speak to your classroom teacher.

Acute or Chronic Medical Needs

The Early Childhood Centre at Holy Blossom Temple considers the health and safety of all children a paramount concern. Children who experience chronic medical conditions may require accommodations or extra supports while in our care.
Children suffering from acute (a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome) or chronic (a long-developing syndrome that can develop or worsen over an extended period of time) such as diabetes, asthma or seizure disorders will need to provide the Centre with a detailed medical plan to ensure that any requirements for support, accommodation or assistance are met.
Parents must complete a medical information sheet that includes a photograph of the child, a description of the medical condition, possible symptoms, medication requirements and an emergency protocol. This information sheet is posted in the classroom and activity room. A second copy is kept in the school office.

Extra hygiene measures and procedures

Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Every classroom in our facility has been upgraded with a sink, soap dispenser, and towel dispenser. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Hands-free dispensers are located throughout our facility.
Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this yellow phase of opening.

Safe Arrival and Dismissal Policy and Procedures

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

- Holy Blossom Preschool will ensure that any child receiving childcare at the childcare centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the childcare centre may release the child to.

- The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

- The safe arrival and dismissal policy and procedures are included in the parent handbook, outlining the importance of communicating all absences and changes to pick up.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:

    o Greet the parent/guardian and child. o Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is

listed on the designated pick-up list, or where the individual is not listed, ask the parent/guardian to provide authorization for pickup in writing (e.g., note or email).

- Document the change in pick-up procedure in the daily written record. ○

Sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected – <u>It is imperative that parents communicate all late arrivals and absences prior to the start of school daily.</u>

1. Where a child does not arrive at the childcare centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must: ○ Classroom staff will commence contacting the child's parent/guardian no later than 9:30 a.m. Classroom staff will call parent/guardian (if no answer, leave message), and send a message via program's communication SEESAW app. ○ Should staff not be able to reach any of the above to confirm the child's absence from care within 15 minutes, classroom staff will inform the centre director or administrator to continue contacting the parents/guardian. If no response is received indicating the child is safe, the director will contact emergency/designated pick-up contacts for assistance in contacting the parent/guardian or to confirm absence.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

<u>Releasing a child from care</u>

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the childcare may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
    - Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
    - Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up as expected (before centre closes)

1. Where child has not been picked up, a 5-minute grace period will be allowed, at which time the supervising staff or director shall proceed with contacting parent/guardian via phone call and advise that the child is still in care and has not been picked up.
    - Where the staff is unable to reach the parent/guardian, staff must call individuals listed on the designated pick-up list via phone to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
    - Where the staff cannot reach via the parent/guardian or authorized individual who was to pick up the child, they shall contact their emergency contacts via phone.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 5:30, Monday to Thursday and 2:00 on Fridays, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff member shall stay with the child and proceed with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible on the designated pick-up list for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual on the designated pick-up list, who was responsible for picking up the child, after 15 minutes, the staff shall contact the emergency contacts listed in the child's file.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:00 Monday to Thursday and 3:00 on Fridays, the staff shall proceed with contacting the local Children's Aid Society (CAS) 416-397-7359 Staff shall follow the CAS's direction with respect to next steps.
5. Document the incident in the daily logbook.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Late Pick Up Fee Policy

- Late Pick Up Fees are charged per child.
- Late fee charges are confirmed using the clocks in the centre.
- Late Pick Ups are documented in the Late Pick Up Logbook where the date, time and amount due will be indicated and a signature of acknowledgement will be required.
- Late fees will be charged even after the parents call to inform that they will be late to pick up.
- Late fees will apply during inclement weather.
- First Time Late Fee will be waived
- A 5-minute grace period will apply, after which $10.00 will be imposed for the next five (5) minutes and $10.00 for each additional five (5) minutes thereafter

Drop Off and Pick Up

We strongly encourage all parents and/or caregivers to cooperate with us to make the arrival and dismissal of children as safe as possible by adhering to a few simple rules: (see also "Parking and Security" letter in your August mailing).

Drop off procedures:

Full-Day & Toddler Morning Drop Off – will enter at the Main Ava Road doors and parents/caregivers will escort them to the classroom.

Preschool "School Day" children will be dropped off at the playground at 9:00 a.m.

Inclement Weather: Pre-School "School Day" will be dropped off in the Atrium through the Main Ava Road doors.

Pick up procedures:

Toddler morning classes will be dismissed from the playground.
School Day Pre-School classes will be dismissed from the playground. Full Day classes will be dismissed from the classroom.

Inclement Weather: Toddler and School Day Preschool will be dismissed from the classroom.

**We will not give a child to anyone other than the designated pick-up person, unless we have been officially notified by the parent.*

*** Identification of individuals designated for pick up is made more difficult with face coverings. To help us, please ensure all adults designated for pick up bring with them the individualized ECC pick up identification card.*

Although informal discussions of a brief nature occur at drop-off and pick-up, please do not use this time as an opportunity to engage in conversation with the teachers. The teacher's job is to watch each child as they are dismissed. Please phone or e-mail the school to schedule a better time to have a conversation.

Please note that we will not give a child to anyone other than the designated pick-up person, unless we have been officially notified by you. We ask that each family provide the school (within the first week) with their list of carpool drivers and/or designated adults who may pick up your child. (See form enclosed in August mailing). Please also remind your caregivers that they may not ask another child to play via another caregiver and take the child home from the school. Permission must always be sought so that we may clarify this arrangement with the parents. If you know someone NOT on your designated list will come to pick up, please notify us by e-mail, note or phone call.

Parking

When dropping off or picking up your child or carpools, please follow the directions on your parking tag. Be sure that it remains on your dashboard. The south side of Dewbourne and the north side of Ava Road are allowable for short periods of time (see tag in August mailing). Please do not park in the Temple's Dewbourne lot.

If parking in the Holy Blossom Parking Lots, please be respectful of all reserved spots. For security purposes, you may enter only via the Ava Road doors.

Strollers

Due to safety concerns and fire department regulations, strollers are not permitted in the building. There is ample space to "park" your stroller on the west side of the building (laneway between Ava and Dewbourne). This area has a covered roof, so strollers are protected from the elements when left out for the day.

Lice Policy

Staff are aware of signs when a child may be infested with lice or nits. Signs include scratching the head and/or the appearance of small, oval, yellowish-colored eggs attached to the hair, often located behind the ears or the nape of the neck. If lice are suspected or found in any of the children, the family will be immediately contacted, and the child must be taken home until s/he has been cleared of all nits and lice. Similarly, if a parent diagnoses a case of lice, the school is to be contacted immediately so that we can alert all the class families (while maintain privacy for the affected child) enabling them to check their own children and avoid any possible spreading. All classmates will be checked by the Director or public health nurse and personal belongings will be bagged and sent home. The school refrains from using items that harbor nits such as hats and stuffed animals etc. (dress-up clothing is washed frequently).

Kashruth and Snacks

Our program is dedicated to the development of the whole child, which includes proper nutrition. Positive habits learned in early childhood lead to a healthier, more productive life. Our school embraces these philosophies as represented in the snacks that are provided daily.

For purposes of preparing birthday treats and/or snacks we require that you conform to Holy Blossom Temple's Kashruth and nut-free policy. **All snacks served at school are completely nut-free, peanut free, sesame free and kosher.** Families will be notified at the beginning of the school year if there are further restrictions in a particular classroom. We will provide a list of "safe snacks" for the class. Fruits and vegetables are provided Mondays through Thursday. Each child will have several turns to bring in fruits or vegetables for their classmates. Families will be notified well ahead of time as to their scheduled dates. **Enough fruits and vegetables for the class are to be brought in at the beginning of the week Monday and left for the teachers to wash, cut and serve.** Water will also be served. On Fridays, as part of our Kabbalat Shabbat ceremonies, the children will have challah.

We also encourage healthy eating habits and appropriate table manners in a group atmosphere. Children will receive their snack in individual portions. They are encouraged to feed themselves while supervised by staff. Snack and lunch times are social times for children to learn appropriate table manners, for teachers to model and interact in appropriate conversations and for the staff and children to form a strong relationship.

Birthdays and Celebrations

Birthdays:
It is always a pleasurable experience for a child to be able to celebrate his/her birthday at school. We are happy to provide such an opportunity. The teachers will work along with you to set a convenient day and time. Treats must come from kosher, nut-free, sesame free bakeries or in their original packaging. Several frozen products are also school safe.

Many other store-bought items are now kosher and nut-free. Check labels carefully and be sure to bring items in their original boxes.

If your child is having a party at home and you are inviting the whole class, we will be happy to distribute invitations at school. If you choose to invite a few select children, that is your prerogative but kindly distribute the cards by mail. We would ask that you refrain from holding birthday parties late Friday afternoon/evening, Saturdays or on Chagim. It makes it difficult for those families who wish to celebrate Shabbat and/or Yom Tov. At all times the feelings of the children are to be considered with respect to invitations and food requirements.

Visitors will be permitted to join the birthday celebrations by appointment only.

Excursions

You must provide a signed consent card before the outing. Ample notice detailing the specifics of each outing will be sent home well in advance of the trip. Depending on the excursion, parent volunteers may be required.
The cost of admission for the children is covered by school base fees. Costs for adults attending are not covered in the base fee.

On all field trips, teachers carry with them basic first aid items and a current class list including emergency contact phone numbers. They also carry at least one cell phone.

Closings/Early Closings

Please consult the current school calendar for Yom Tovim (Jewish holiday) closings. Holy Blossom Temple has a policy of closing the building at 1:00pm Erev Rosh Hashanah and Yom Kippur. This early closing is for security purposes and enables staff to prepare adequately for their own Yom Tov celebrations.

We take care to close school only after careful consideration and consultation in the case of inclement weather. School will be held unless early morning weather conditions force cancellations before 7:30 a.m. or 12:00 p.m.

Parents will receive an e-mail and Seesaw notification for unplanned closings. Parents are encouraged to use their own discretion about student attendance even if school is open during inclement weather.

Clothing

Please send an extra change of clothing to the school in case of accidents. **Kindly label all items and place them in a large, labelled ziplock bag. Please return replacement clothing to school the next day.**

Please select school clothes that are comfortable and washable. Children should be free to play without concern about getting messy.
Weather permitting, all classes play outdoors daily. Please see that your child is suitably dressed for outdoor play. Too much is preferable to too little clothing. During the winter months, please send children to school daily with their snow pants. To facilitate dressing, we suggest

zippered coats, pull on/off hats, Velcro waterproof boots and waterproof mittens on a string or attached with mitten clips.
During fall/spring months when the playground may be muddy, rubber boots are preferred, and splash pants are recommended.
***An extra pair of Velcro shoes should remain at school. Children will switch from their outdoor shoes to their indoor shoes before entering the classroom.*
***Crocs and flip-flops are not permitted as they pose a safety hazard to active children who love to run, skip and jump. It is always preferable that children wear running shoes, however if they wear sandals, they should be securely strapped to the child's feet.*

We try to play outdoors during the entire year unless there is rain, extreme cold temperatures or as deemed a health risk by local health authorities (due to smog or poor air quality). *Cut-off for outdoor winter play is -10 to -15°C with the wind chill.*

Many items are similar in colour and size. Early in the season children do not always recognize their newer clothing. Thus, we ask that you **PLEASE LABEL ALL CLOTHING THAT COMES TO SCHOOL TO ENSURE THAT ALL ITEMS ARE RETURNED TO YOU.**

Toys from Home

Unless you receive a request from your teachers, we request that your child leave his/her toys and special treasures at home.

Sleep Supervision Policy and Procedures (for children enrolled for over 6 hours)

Purpose

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for childcare centres.
Children enrolled in our Full Day Program (more than 6 hours) rest time following lunch is offered. Children will be provided with individual cots. Parents will be provided with a fitted sheet that will be sent home weekly for laundering (or as needed). Parents are responsible for replacing damaged or lost sheets. Children are welcome to bring blankets or soft toys from home for additional comfort that will be sent home daily. Children are provided with quiet activities, such as books, colouring and puzzles.
Rest time must always be carefully monitored by the two-teaching staff assigned to lunch and rest duty at all times.

- rest periods not exceeding two hours in length; and
- children being permitted to sleep, rest or engage in quiet activities based on their individual needs.

If children fall asleep:
Children who do sleep will be checked after 30 minutes. Sleep checks will be recorded in the logbook. Any difficulties observed during sleep will be reported to parents at the time of pick-up.

Policy

General

- Our Full Day toddler and preschool age students will be provided with the opportunity to sleep or engage in quiet activities based on their needs.
- Children 30 months or older but younger than six years old, who receive childcare for six hours or more, will be provided with a cot unless otherwise approved by a director.
- Children 24 months or older but younger than five years old and in a licensed family age group, who receive childcare for six hours or more, will be provided with a cot unless otherwise approved by a director.
- Where children are sleeping in a separate sleep room or area, their names will be listed on the sleep supervision attendance so that staff can immediately identify which children are present in the room/area.

Placement of Children for Sleep

- Children over 18 months of age who sleep will be placed on individual cots for sleep. The cot will be labelled with the child's name

Parents will be provided with a cot sheet that will be sent home weekly for laundering (or as needed). Parents are responsible to replace the sheet should it be lost or damages. Parents are asked to send in a labelled sheet and light breathable blanket for their child and any sleeping aid. The blanket and sleeping aid will be sent home daily.

Consultation with Parents

- All parents of children who regularly sleep at the childcare centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available to parents in the information online form.
- ECC director will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).
- Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the childcare centre.
- All sleep arrangements will be communicated to program staff by the ECC director after meeting with the parent/guardian.
- Parents will be advised by the supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.
- Staff will document their observations of changes in a child's sleep behaviours in the daily written record.

- Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

Sample Menu

For full day and school day students, a hot catered lunch will be supplied by Halpert Catering.

Where a child receives childcare for six hours or more, in addition to lunch, 2 snacks (morning and afternoon) of fruits and vegetables, will be provided.

Drinking water will be always available. Each child will have a labelled water bottle supplied by the parent. Milk will be provided with lunch.
Menu and all meals, snacks and beverages will meet the recommendations set out in the most recent and relevant food guide published by Health Canada.

Any substitutions must be noted on the posted menus.

Planned menus for the current and following week will be posted in the lunchroom/classrooms with any substitutions noted on the posted menus.

Menus will be kept for thirty days after the last day for which it is applicable.

Where special dietary and feeding arrangements have been made between the licensee and parent, the arrangements must be carried out in accordance with the written instructions of a parent.

A monthly menu with rotational items will be supplied by Halpert Catering which meets the needs of the children in the centre, including allergies, restriction and special dietary and feeding arrangements.

The director will ensure that the menu meets all requirements under the CCEYA.

The Public Health Inspection of Halpert Catering will be provided to the ECC.

A sample of the menu will be included in the parent handbook. When the menu changes seasonally, parents will receive the menu electronically.

If a child is allergic or intolerant to a specific item or ingredient and the parent will be providing an alternative.

When an alternative or additional menu (e.g. vegetarian menu, Gluten free menu) has been developed to meet the dietary needs of children in the childcare centre, the additional menus will be posted.

There is a food handler on staff.

Where programming includes children participating in a cooking activity, parents will be informed, and this substitution will be added to the posted menu.

M. Albert Catering Limited

TRANSFAT FREE HOT A.M. SNACK/HOT LUNCH /P.M. SNACK SAMPLE MENU

HOLY BLOSSOM

1

MONDAY
a.m. snack – WW Shreddies/milk
Lunch - Tofu and Vegetable Fried Rice
Pumpernickel Bread
Carrot and Cucumber Sticks
Fresh Fruit, Milk
p.m. snack – yogurt/fresh fruits

TUESDAY
a.m. snack – arrowroot cookies/milk
lunch - WW/Vegetable Pasta
Marinara Bean Sauce
Parmesan Cheese
Baby Corn
Whole Wheat Bun
Fresh Fruits, Milk
p.m. snack – no nut butter/WW English muffin

WEDNESDAY
a.m. snack – granola bar/fresh fruit
Cheese, Cream Cheese, Egg salad
and No Nut butter Submarine
Cauliflower and Celery Sticks
Sausage Bun, Mustard
Fresh Fruits, Milk
p.m. snack – gold fish/raisin/milk

THURSDAY
a.m. snack – soft cheese/bagels
Couscous with Vegetables
Ketchup
Cucumber and Pepper Sticks
Whole Wheat Pita
Fresh Fruit, Milk
p.m. snack – apple strawberry sauce/WW multigrain crackers

FRIDAY
a.m. snack – cookies/milk
lunch - Vegetable Lasagna
Green salad , Dressing
Olive Bread
Fresh Fruit, Milk
p.m. snack – berry sour cream loaf/fresh fruit

notice based on availability.

2

MONDAY
a.m. snack – multigrain cereal/milk
lunch - WW / Vegetable Pasta
Beans in Tomato Sauce
Parmesan Cheese
Pepper and Cucumber Sticks
Whole Wheat Bread
Fresh Fruit, Milk
p.m. snack – yogurt/arrowroot cookies

TUESDAY
a.m. snack – apple sauce/rice cakes
lunch - Scrambled Eggs with Vegetables
Tri Colour Quinoa
Honey Mustard Sauce
Asparagus and Tomato Wedge
Sour dough Bun
Fresh Fruit, Milk
p.m. snack – zucchini banana raisin loaf/fresh fruit

p.m. snack – arrowroot cookies/milk lunch - Minestrone Soup

WEDNESDAY
a.m. snack – oatmeal chocolate cookie/milk
lunch - Alaskan Pollack
Cabbage Rice, Ketchup
Baby carrots
Marble Rye bread
Fresh Fruit, Milk
p.m. snack – soft cheese/WW bagel

lunch - Fish Sticks THURSDAY
a.m. snack – granola bars/fresh fruit
lunch - Vegetable Primavera
WW/ Vegetable Pasta
Parmesan Cheese
Garlic Bun
Fresh Fruits, Milk
p.m. snack – oatmeal raisin cookies/fresh fruit

FRIDAY
a.m. snack – hard boiled eggs/multigrain crackers
lunch - Vegetarian Hotdogs
Roast Potatoes, Ketchup
Green and Yellow Beans
Hotdog Bun **Veggie sticks and Bread may change without**

p.m. snack – no nut butter/raisin bread

3

MONDAY
a.m. snack – rice krispies/milk
lunch - Cheese sauce
Cucumber and Carrot Sticks
Muesli Bread
Fresh Fruit, Milk
p.m. snack – apple strawberry sauce/rice cake

TUESDAY
a.m. snack – raisin bread/soft cheese
Meditation Chickpea Salad
Feta Cheese
Hotdog Bun
Fresh Fruit, Milk
p.m. snack – gold fish/raisins/milk

WEDNESDAY
a.m. snack – no nut butter/bagel
Rice Pilaf
Ketchup
Whole Wheat Pita
Broccoli Floret and Celery Sticks
Fresh Fruit, Milk
p.m. snack – marble banana loaf/fresh fruit

THURSDAY
a.m. snack – arrowroot cookies/milk
lunch - Potato, Cheese Porgies
Cheese, Sour Cream, Cabbage
Whole Wheat Bread
Fresh Fruit, Milk
p.m. snack – marble banana loaf/fresh fruits

FRIDAY
a.m. snack – granola bar/fresh fruits
lunch - Fish Sticks
Caesar Salad, Dressing
Potato Bun , Ketchup
Fresh Fruit, Milk
p.m. snack – sliced cheddar/multigrain crackers

Veggie sticks and bread may change without notice based on availability

4

MONDAY
a.m. snack – raisin bread/no nut butter lunch - Mac & Cheese sauce

WW / Vegetable Pasta
Parmesan Cheese
Pepper and Cucumber Sticks
Whole Wheat Bread
Fresh Fruit, Milk
p.m. snack – carrot loaf/fresh fruit

lunch - Crestless Quiche

TUESDAY
a.m. snack – multigrain cereal/milk
lunch - Captain Fish Burger
Spanish Rice
Baby Carrots
Olive Bun
Ketchup
Fresh Fruits, Milk
p.m. snack – yogurt/multigrain crackers lunch - Haddock Crunchy

WEDNESDAY
a.m. snack – apple sauce/arrowroot cookies
lunch - Vegetarian Hotdogs
Couscous with Vegetables
Broccoli Floret and Tomato Wedge
Multigrain Bun, Ketchup
Fresh Fruit, Milk
p.m. snack – nachos/cheese/ salsa

THURSDAY
a.m. snack - oatmeal chocolate cookie/fresh fruits
lunch - Spinach Ricotta lasagna
Green and Yellow Beans
Garlic Bread
Fresh Fruit, Milk
p.m. – no nut butter/muesli bun

FRIDAY
a.m. snack – granola bar/milk
lunch - Vegetarian Hamburger
Corn Niblets, Ketchup
Sliced Cheddar
Hamburger Bun
Fresh Fruit, Milk
p.m. snack – banana chocolate loaf/fresh fruits

Fire, Evacuation and Emergency Procedures

Fire Drills will be conducted once per month as required by law. Teachers will be sure that children have been instructed in all procedures in the event of a fire drill or a real emergency. Full evacuation plans as well as lock down procedures are posted in each classroom and reviewed regularly.
In the event of an emergency that requires an evacuation of Holy Blossom Temple, we will be relocated to **Beth Tzedec** at **1700 Bathurst Street**. We will contact you (the parents) immediately and ask that you pick up your child as soon as possible via SEESAW, followed by phone calls. If parents cannot be reached, your authorized pick-up individuals will be notified. If your authorized pick-up individuals cannot be reached, your emergency contacts will be notified.

Hold and Secure and Lockdown:

From time to time, police activity and/or incidents in and around schools and their communities may result in a school being put into "Hold & Secure" or a "Lockdown." Below, you will find a brief explanation of each of these situations.

Hold & Secure

Hold & Secure is a response to a threat and/or incident in the general vicinity of a school or building, but not on or very near to the property. Life continues as normal inside the school; however, as a precautionary measure, outer doors are locked, and no one enters or leaves the building.

Lockdown

Lockdown is used in a serious emergency where the threat is inside a school or building, on or very near to the property. A Lockdown minimizes access and visibility to shelter students, staff and visitors in secure locations. Similar to a Hold & Secure, all outer doors are locked; however, a Lockdown requires that all students be kept in classrooms or other designated locations and that inner doors also be locked where possible. Entry to, and exit from, the building is restricted to emergency services personnel only. During a Lockdown, lights are turned off in the classroom/office, curtains/blinds are closed where possible, cell phone use is restricted and all people inside the building should remain quiet. During a Lockdown, phones will not be answered as the administration is tending to the ongoing situation.
In the unlikely event of a Hold & Secure or Lockdown at Holy Blossom Temple, we will do our best to communicate with parents as soon as possible to inform them of the situation. Once emergency personnel have cleared the building, we will contact parents for immediate pick-up (if necessary) or return to life as usual at the ECC. In a traumatic circumstance, we will arrange to provide parents/caregivers, children and teachers with necessary counseling.

Behavior Management and Prohibited Practices

We consider our Early Childhood Centre to be a just and safe environment that fosters positive growth and self-esteem in all children and where social responsibility is encouraged. The intent of 'discipline' is to teach appropriate behaviour. Judaism teaches that all people are created in

God's image and thus shall be treated with respect. Our goal is to promote respect and responsibility for all members of our school community by acting in accordance with Jewish values of respect and tolerance.

Exploration is imperative to the learning process and is encouraged within our program. As a child explores, s/he experiences many trials and errors before a concept is understood or learned. Our school's discipline policy flows from this understanding. Just as children are not expected to learn the name of a colour the first time it is seen, they too are not expected to learn appropriate behavior without constant modeling, positive reinforcement and practice.

Our goal is to work cooperatively with children and families to help children develop self-control. We hope to help children become increasingly independent. We want them to feel good about themselves and to learn about their needs along with those of other people. We want children to learn to control themselves, to see the possible consequences of their actions and accept alternate behaviors. We believe that consistency in all areas of a young child's day is important at home and at school. Families are welcome to discuss disciplinary issues with their child's teacher and the Director at any time.

A combination of the following steps should be taken to insure positive discipline:

1. Change the environment to eliminate potential difficulties
2. Redirect the child to another activity before the behavior becomes an interruption- using positive and constructive direction
3. Refer to "do's" instead of "don't's"
4. Recognize that occasional inappropriate behavior is best ignored.
5. Encourage the child to think of alternative solutions (where age appropriate) and the possible effects of choosing those alternative when challenging situations arise.
6. Try to determine why a particular situation has occurred and what can be done to avoid it next time.
7. Use time away from the group to help an individual child calm down. A child will never be left alone or unsupervised (this is not a "time-out," rather a "time away")
8. Recognize, acknowledge and praise positive behavior
9. Involve the child in the decision-making process when possible.

We will 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 childcare centre or home childcare 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.

Visitors, Volunteers and Students

Visitors, volunteers and students will be permitted at this time by appointment only.

Supervision Policy for Volunteers and Students

In respect of volunteers and students, O. Reg 262 under the CCEYA provides that: Only employees will have direct unsupervised access to children. Volunteers and students may not be counted in the staffing ratios and will be supervised by the full-time permanent staff within the setting. No child is supervised by a person under 18 years of age. The ECC expects volunteers and students to follow a job description, course outline and take direction from the RECE's and all staff at the ECC. Students enrolled in ECE courses only will be accepted to complete placement at the ECC. Each student or volunteer will receive a tour and orientation before commencing placement or volunteer experience at the ECC. This orientation will be carried out by Director or designate. At this time students and volunteers will receive a copy of the parent handbook. During the orientation, a full review of policies and procedures are outlined. The ECC Behaviour Management policies and procedures as well as all other policies and procedures are reviewed with all employees, volunteers and students before commencing employment/placement and will be reviewed annually. Students and volunteers will comply with the written behaviour management procedure. Students and volunteers will review the individual plan for a child with anaphylaxis. The emergency procedures are reviewed by volunteers and students. The plans are reviewed before they begin providing care and at least annually afterwards. All volunteers are required to provide a criminal reference check. Criminal reference checks for students are routinely required by community colleges and universities prior to students beginning a placement in childcare. The Ministry criminal reference check policy does not apply to students placed in the childcare program. Volunteers and students sign and date the review as with other policy reviews.
Volunteers and students must have the following:

1. Personal file
2. VSS
3. Immunization records

Posting of Serious Occurrences

The safety and well-being of our children in licensed childcare programs is the highest priority. We work diligently to provide a safe, creative and nurturing environment for each child. Despite all the best precautions, serious occurrences can sometimes take place.

The Ministry of Education requires licensed childcare centres to post information about serious occurrences that happen at a centre. To support increased transparency and access to information, a "Serious Occurrence Notification Form" must be posted at the centre in a visible area for 10 days.

Reporting Child Abuse and Neglect

Ontario's Child and Family Services Act (CFSA) recognizes that each of us has a responsibility for the welfare of children. Section 72 of the Act imposes a duty to report where there are reasonable grounds to suspect one or more of the following with respect to a child: Physical, sexual and/or emotional harm; abandonment, acts of criminal nature, child pornography and family violence. A person who has a duty to report shall make the report directly to a Children's Aid Society (e.g. Jewish Family and Child Services) and shall not rely on any other person to report on his or her behalf.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare 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 childcare centre it operates (i.e. the operator). Represented by the Director of the Early Childhood Centre (ECC) and the Director of Education.

Staff: Individual employed by the licensee (e.g. program room staff).

Policy

The Parent Issues and Concerns Policy and Procedure document should be read in conjunction with the Holy Blossom Temple Code of Ethics https://holyblossom.org/wp-content/uploads/2024/07/Holy-Blossom-Temple-Code-of-Ethics-June-22-2023.pdf

Parents/guardians are encouraged to take an active role in our childcare centre 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, childcare 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 staff as well as the Director of the ECC 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 five business day(s). 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 centre 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 Director and/or Director of Education.

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*. For more information, visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program RoomRelated E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - The Director.	- Address the issue/concern at the time it is raised or - Arrange for a meeting with the parent/guardian within five business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
General, Centre- or OperationsRelated E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - The Director.	
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - The Director or Director of Education All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and wellbeing at risk should be reported to the Director as soon as parents/guardians become aware of the situation.	
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - The 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 Director as soon as parents/guardians become aware of the situation.	

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 the Director of Education.
Escalating a matter may involve reference to the appropriate resolution pathway in accordance with the Holy Blossom Code of Ethics, referenced above.

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.

Contacts: [insert information, e.g. agency/organization contacts, supervisor and/or individual who oversees the programs, ministries and local authorities, professional membership bodies]

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Director of the Early Childhood Centre: Wendy Steinberg Himmel whimmel@holyblossom.org, 416.789.3291 ext. 240

Executive Director of Holy Blossom Temple: Rachel Malach rmalach@holyblossom.org. ext. 226

Ministry of Education program advisor: 416.325.0668 Jewish Family and Child

Services 416.638.7800

Kabbalat Shabbat/Tzedakah

Preparation for Shabbat is very special.

Children are encouraged to bring coins for the class tzedakah box weekly. The children will become familiar with Hebrew language through daily routines, stories, songs, prayers and blessings. It is through daily living experiences that Jewish values and customs are imparted to the children.

Creative Waste

We are a creatively oriented school and therefore require waste and art material in enormous amounts. We would love to have many of your throwaways:

Kleenex boxes, strawberry baskets, baby food jars, wool, fabric, ribbon, dress up clothes, wrapping paper, buttons, shirt cardboard, paper towel rolls etc.

NO TOILET ROLLS, EGG CARTONS OR STYROFOAM MEAT TRAYS PLEASE

Help us to re-cycle and re-use while we cultivate creative thinkers and dreamers.

The Early Childhood Centre at Holy Blossom Temple Smoke-Free Policy

The *Smoke-Free Ontario Act, 2017* (*The Act*) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medicinal or recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Smoking refers to the smoking or holding of lighted tobacco or cannabis (medicinal or recreational). Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Childcare Centres, Home Childcare and Early Years Program

Smoking and vaping are not permitted in a childcare centre, a place where home childcare is provided, or a place where an early year's program or service is provided, as defined in the *Childcare and Early Years Act, 2014*. The entire premises must be always smoke- and vape-free whether children are present. The sale of tobacco or vapour products is also prohibited in a childcare centre and a place where home childcare is provided.

Responsibilities of Proprietors

The *Smoke-Free Ontario Act, 2017* requires that the owner, proprietor or person in charge of a childcare centre, home childcare or early years program ensure that the law against smoking and vaping in the places described above is respected.

These proprietors must:

- Give notice to the employees and visitors to the place that smoking and vaping is prohibited.
- Post "No Smoking" and "No Vaping" signs, or a dual "No Smoking and No Vaping" sign at entrances, exits and washrooms of the place, in appropriate locations and in sufficient numbers, so that everyone knows that smoking and vaping is not permitted
- Ensure that no ashtrays or similar items remain in the place
- Ensure that no one smokes or vapes in the place
- Ensure that someone who refuses to comply with Ontario's smoking and vaping laws does not remain in the place.

Enforcement

Local public health units will carry out inspectors and respond to complaints regarding smoking and vaping in childcare centres or places that provide home childcare or early year's programs.

Penalties

An individual who violates the prohibition on smoking or vaping in a smoke-free and vape-free place may be charged with an offence, and on conviction could be subject to a maximum fine of $1,000 (for a first offence) or $5,000 (for any further offences). Any

individual convicted of an offence for selling tobacco or vapour products in a childcare centre or a place where home childcare is provided could be subject to a maximum fine ranging from $2,000 to $50,000, depending on the individual's number of prior convictions.
Any corporation convicted of an offence for selling tobacco in a childcare centre or a place where home childcare is provided could be subject to a maximum fine, ranging from $5,000 to $75,000, depending on the corporation's number of prior convictions.
The proprietor responsible for a childcare centre, home childcare or early years program who fails to fulfill their responsibility under the law may be charged with an offence and if convicted, could face a maximum fine. **Signage responsibilities**

- For individuals: $2,000 (for a first offence); $5000 (for a second offence); $10,000 (for a third offence); $50,000 (four or more offences).
- For corporations: $5,000 (for a first offence); $10,000 (for a second offence); $25,000 (for a third offence); $75,000 (four or more offences).

Other responsibilities

- For individuals: $1,000 (for a first offence); $5,000 (two or more offences)
- For corporations: $100,000 (for a first offence); $300,000 (two or more offences) **The Policy**

The intent of *The Act* is to protect the health of all Ontarians by prohibiting the use of tobacco, cannabis (medicinal or recreational) and electronic cigarettes in the workplace.
The Early Childhood Centre (The Centre) at Holy Blossom Temple will ensure compliance with *The Act* is met by all Centre employees, volunteers and visitors and shall give notice that the use of tobacco, cannabis (medicinal or recreational) and electronic cigarettes (even ones that do not contain nicotine) is not permitted within the workplace.
The Early Childhood Centre at Holy Blossom Temple shall inform all staff and volunteers that the use of tobacco, cannabis (medicinal or recreational) and electronic cigarette products is always prohibited, whether children are present or not.
No employee, volunteer or visitor is to handle lighted tobacco or cannabis (medicinal or recreational) products or electronic cigarettes in the Holy Blossom Temple building or in the playground
This smoke free policy will be reviewed with all Centre employees and volunteers annually
This smoke free policy is included in the Parent Handbook distributed electronically to parents annually Special Notes:
Enforcement of the *Smoke Free Ontario Act, 2017* is the responsibility of the tobacco control inspector from local Public Health units. Local Public Health units will carry out inspections and investigate complaints in day nurseries to enforce *The Act*.

Tuition Fees and Refund Policy

Holy Blossom Preschool is pleased to have signed the Canada-Wide Early Learning and Childcare Agreement (CWELCC) to provide our families with access to available funding.

As required, tuition for previous programs under CWELCC remains frozen, as of March 27, 2022.

- **Toddler 5 mornings –** *children must be 18 months of age*

Dates & Hours

Wednesday, September 3, 2025 – Thursday, June 18, 2026

Hours: 9:00 - 11:30 AM

Tuition

September – December: $1,448.12 (82 days x $17.66/day as per CWELCC guidelines)
Estimate January – June: $2,048.56 (116 days x estimate of $17.66/day assuming CWELCC guidelines remain unchanged*)

Estimated Total Tuition: $3,496.68

* Parents will be informed of the CWELCC daily rate for 2027 once it is confirmed by the government.

- **ECC Preschool School Day Program**
- **for children over 30 months**

Dates & Hours

Wednesday, September 3, 2025 – Thursday, June 18, 2026
Hours: 9:00 AM - 2:55 PM, 1:00 PM pickup on Fridays

Tuition

September – December: $1,804.00 (82 days x $22/day as per CWELCC guidelines)
Estimate January – June: $2,552.00 (116 days x estimate of $22/day assuming CWELCC guidelines remain unchanged*)

Estimated Total Tuition: $4,356.00

* Parents will be informed of the CWELCC daily rate for 2026 once it is confirmed by the government.

- **ECC Preschool Full Day Program**
- **for children over 30 months**

Dates & Hours

Wednesday, September 3, 2025 – Thursday, August 20, 2026
Hours: 8:00 AM - 5:30 PM, 2:00 PM pickup on Fridays

Tuition

September – December: $1,804.00 (82 days x $22/day as per CWELCC guidelines)
Estimate January – August: $3,520.00 (160 days x estimate of $22/day assuming CWELCC guidelines remain unchanged*)

Estimated Total Tuition: $5324.00

* Parents will be informed of the CWELCC daily rate for 2026 once it is confirmed by the government.

- **ECC Toddler Full Day Program**

The Toddler program begins at 18 months.

Dates & Hours

Wednesday, September 3, 2025 – Thursday, August 20, 2026
Hours: 8:00 AM - 5:30 PM, 2:00 PM pickup on Fridays

Tuition

September – December: $1,804.00 (82 days x $22/day as per CWELCC guidelines)
Estimate January – August: $3,520.00 (160 days x estimate of $22/day assuming CWELCC guidelines remain unchanged*)

Estimated Total Tuition: $5,324.00

* Parents will be informed of the CWELCC daily rate for 2026 once it is confirmed by the government.

* Payments can be made by E-transfer, Pre-Authorized Debit, Cheque or Credit Card – Please note that there is a mandatory charge of 2.8 % for using credit card.
* Two invoices will be provided; September to December, and January to August.

Closure Days

- Holy Blossom Preschool first day of school is the Wednesday following Labour Day.
- Holy Blossom Preschool will be closed on the following Statutory Holidays: Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day and August Civic Holiday.
- Additional closure dates include November PD Day, December Winter Break, February PD Day and June PD Day (for full day programs). Please refer to your school year calendar for specific closure days.
- Holy Blossom Preschool will also not operate on the following Jewish Holidays as dictated by the Hebrew Calendar: Rosh Hashanah, Yom Kippur, Sukkot (day 1), Shemini Atzeret/Simchat Torah (1 day), Passover, and Shavuot (day 1). Please refer to your ECC school year calendar for specific dates as the number of closure days will depend on how many of the above holidays fall on a weekday and during the school calendar year.

Withdrawal and Dismissal Policy

We ask that you give us a minimum of 60 days written notice prior to withdrawing your child from our care. Even if your child does not attend our centre during that time, payment is still required. Refunds will not be issued for early withdrawals, or for time missed due to illness or vacation.

We respect not every child adjusts to a group setting at the same age or developmental stage. We recognize children can respond well in one preschool setting and may struggle in another. Of course, our goal is to make every child belong.

If there are any issues that are brought to our attention by our staff, parents/guardians or by your child, a meeting will be scheduled to address the concerns. The meeting with involve the Director, necessary staff members and the parent/guardians. The concern(s) will be clearly noted and discussed throughout the meeting. Some examples may include failure to adhere to our centre's policies, late payment, behavioral problems etc. Potential solutions will be determined in a non-judgmental manner. A plan will be designed to solve the issue(s) and a second meeting will be arranged to reassess the situation after a week has passed. If the issue(s) is still not resolved to the satisfaction of everyone involved, a 1-week written notice of termination of services will be issued.

Early Childhood Centre Family Referral Program

We recognize that many of our families initially hear about our preschool through a personal referral from an existing school family or alumni family. Hearing firsthand about other families' experiences is often the single greatest factor that influences where parents choose to send their children. Please spread the word about ECC registration and accept our token of thanks!

How the Program works:

Tell your friends and family about us and you'll receive $72 for each new family you refer. There is no limit to the number of referral fees you can qualify for.

The program is open to all parents of current ECC students. Referred families must be new to Holy Blossom Preschool.

The $72 gift applies per family referred, not per student.

Once the new family registers, you will be contacted, and you can choose to receive a cheque or EFT or donate the amount back to the ECC and receive a charitable tax receipt. Referral gifts will be processed in January.

New families will be asked on their registration form if they were referred to the ECC and if so, for the name of the family or person who referred them.

Please help us spread the word about the Early Childhood Centre at Holy Blossom Temple.

What makes us special:

- An integral part of the vibrant Holy Blossom Temple community
- Liberal Reform Jewish environment
- Experienced, dedicated and companionate staff
- Daily, real-time parent engagement and communication platform
- Canada-Wide Early Learning and Childcare Funding (CWELCC)
    - Pillar of excellence in the community for over 60 years!

Holy Blossom Temple - Little Blossoms

For updated information about our "Little Blossoms" please visit our website at www.holyblossom.org or contact Neomi Offman at noffman@holyblossom.org 416.789.3291 ext 237

Thank you for entrusting us with your children.

We know that TOGETHER we will make the Early Childhood Centre at Holy Blossom Temple an extraordinary learning opportunity.

"One of the deepest secrets of life is that all that is really worth doing is what we do for others" – Lewis Carroll

My Child's Classroom is: _____

The Classroom Number is: _____

My Child's Teachers are: _____