



Gan Ohr

JDOHSS Early Years Program

Parent Handbook - Program Overview

Pre-K / JK / SK

2022 - 2023

Lighting the way to a brighter future

7026 Bathurst Street
Thornhill, Ontario
L4J 8K3
905-669-7653

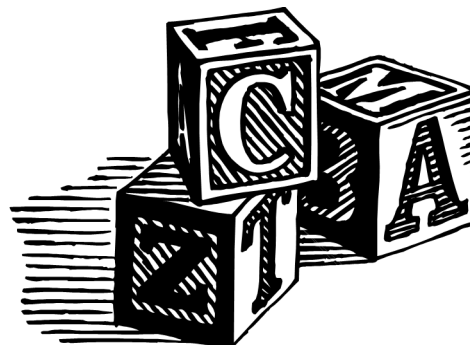


TABLE OF CONTENTS

Age Category	3
Fee Schedule	3
Philosophy	3
Preschool Times of Operation	3
School Calendar	4
Drop off and Pick-Up Procedures	5
Parking	6
Nutrition	6
Personal Belongings	7
Clothing Requirements for Children	7
Toileting Expectations	7
Birthdays/Class Parties	7
Communication	8
Parent Issues and Concerns	8
Sanitary Practices	10
Application Of Sunscreen, Creams, Etc.	10
Medications	11
Immunizations	11
Illness	11
Lice Or Nits	12
Behaviour Management	12
Injuries	12
Excursion Policy	12
Supervision	12
Prohibited Practices	13
Admission Process	13
Waitlist Policy	14
Withdrawal Policy	14
Ministry Information	15
Emergency Management Plan	15

AGE CATEGORY

Joe Dwek Ohr HaEmet offers a unique and progressive early childhood education program encompassing Pre-K, JK and SK and introduces the concept of “school”. Age requirements for enrollment in each program is below.

Pre-K	In order for your child to be eligible for our Pre-K Program, your child must be 3 years old by December 31, 2022
JK	In order for your child to be eligible for our JK Program, your child must be 4 years old by December 31, 2022
SK	In order for your child to be eligible for our SK Program, your child must be 5 years old by December 31, 2022

FEE SCHEDULE

Tuition for each of our preschool programs are below.

Age Group	Annual Tuition
Pre-K	\$8,250
JK	\$12,250
SK	\$12,250

PHILOSOPHY

Each of our preschool grades is unique and builds on a foundation of understanding. The curriculum focuses on children’s curiosity about the world around them through sensory activities. The curriculum balances an innovative approach along with the exploration and teaching of foundational skills while offering a wide range of experiences.

In the Early Years program, the children are encouraged to be active participants in their learning. We create a combination of social, creative, physical and intellectual learning experiences. We provide challenging learning opportunities that build a solid foundation for lifelong learning. This is all delivered in a warm, caring, safe and stimulating environment where specially trained ECE qualified teachers help your child achieve maximum growth and development.

PRESCHOOL TIMES OF OPERATION

Grade	Arrival	Dismissal		
		Monday - Thursday	Summer Friday Sept. 9 — Oct. 21 Mar. 24 — June 16	Winter Friday Oct. 28 — Mar. 17
Pre-K, JK, SK	8:20 – 8:35	3:50	3:20	1:50

2022-2023 • SCHOOL YEAR CALENDAR • תשפ"ב - תשפ"ג

SEPTEMBER 2022

S	M	T	W	T	F	S	5 Mon	Labour Day (Statutory Holiday)
				1	2	3	6 Tue	First Day of School (SK-Grade 8)/Orientation Pre-K/JK
							7 Wed	First Day of School Pre-K/JK
4	5	6	7	8	9	10	9 Fri	3:30 PM Friday Dismissal
							20 Tue	Curriculum Night – 7 PM
11	12	13	14	15	16	17	25-27 Sun-Tue	Erev Rosh Hashana – Rosh Hashana – No School
18	19	20	21	22	23	24	28 Wed	Fast of Gedalia, 12PM Dismissal for Grades 6-8 Only
25	26	27	28	29	30			

OCTOBER 2022

1	2	3	4	5	6	7	8	4-5 Tue-Wed	Erev Yom Kippur–Yom Kippur– No School
								6 Thur	School Resumes –10 AM
								9-19 Sun-Wed	Erev Sukkot/Sukkot/Shemini Atzeret/Simhat Torah/ Isru Hag – No School
9	10	11	12	13	14	15	10 Mon	Thanksgiving – No School	
16	17	18	19	20	21	22	20 Thur	School Resumes	
23	24	25	26	27	28	29	23 Sun	Sunday School Begins – Grades 5-8 Boys 9 AM – 12 PM	
30	31						28 Fri	2 PM Winter Friday Dismissal Begins	

NOVEMBER 2022

1	2	3	4	5	6	7	8	6 Sun	Turn clocks BACK one hour
								11 Fri	Remembrance Day
								14 Mon	Fall Professional Development Day– No School
6	7	8	9	10	11	12	29-30 Tue-Wed	2 PM Early Dismissal, Parent/Teacher Interviews 3:30 PM–8 PM	
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30						

DECEMBER 2022

1	2	3	4	5	6	7	8	18 Sun	No Sunday School - First Hanukkah Candle
								18-26 Mon-Sun	Hanukkah (First Candle - Last day)
								26-Jan 8 Mon-Sun	Winter Break– No School
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

JANUARY 2023

1	2	3	4	5	6	7	8	3 Tue	Fast of Asara B'Tevet (Holocaust Remembrance Day)
								9 Mon	School Resumes
								22 Sun	No Sunday School
8	9	10	11	12	13	14	25 Wed	Baba Sali Hilula Dinner Event	
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							

FEBRUARY 2023

S	M	T	W	T	F	S	6 Mon	Tu B'Shevat-Annual Berachot Bee	
				1	2	3	4	17-20 Fri-Mon	Mid-Winter Break (Family Day) – No School
								21 Tue	School Resumes
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28							

MARCH 2023

1	2	3	4	5	6	7	8	6 Mon	Fast of Esther – 12PM Dismissal for Grades 6-8 Only
								7 Tue	Purim – No School
								8 Wed	Shushan Purim (Purim Program)
5	6	7	8	9	10	11	12 Sun	Turn clocks FORWARD one hour	
12	13	14	15	16	17	18	17 Fri	3:30 PM Summer Friday Dismissal Begins	
19	20	21	22	23	24	25			
26	27	28	29	30	31				

APRIL 2023

1	2	3	4	5	6	7	8	3-14 Mon-Fri	Pesach Break Begins – No School
								5 Wed	Erev Pesach – First Seder in the evening
								14 Fri	Mimouna – No School
2	3	4	5	6	7	8	17 Mon	School Resumes	
9	10	11	12	13	14	15	18 Tue	Yom Hashoah Holocaust Remembrance Day	
16	17	18	19	20	21	22	25 Tue	Yom Hagikaron Israel Remembrance Day	
23	24	25	26	27	28	29	26 Wed	Yom Ha'Atzmaut Israel Independence Day	
30									

MAY 2023

1	2	3	4	5	6	7	8	5 Fri	Pesach Sheni
								9 Tue	Lag BaOmer – Colour Olympics
								19 Fri	Yom Yerushalayim – Sunday School in session
7	8	9	10	11	12	13	22 Mon	Victoria Day – No School	
14	15	16	17	18	19	20	25 Thur	2 PM Early Dismissal – Erev Shavuot	
21	22	23	24	25	26	27	26-27 Fri-Sat	Shavuot – No School	
28	29	30	31						

JUNE 2023

1	2	3	4	5	6	7	8	14 Wed	Grade 8 Graduation
								21 Wed	12 PM Dismissal Last day of Classes PreK-Grade 7
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

LEGEND

- School Closed
- School Events
- Dismissal and Special Dates

DROP OFF AND PICK UP PROCEDURE

8:20-8:30 Arrival: Assistants will be waiting to greet your child in the outside loop each morning. Parents are asked to pull up as far as possible in the designated loop. To ensure the safety of all children, please follow the outdoor staff directions at all times. NEVER ALLOW YOUR CHILD TO EXIT THE VEHICLE UNTIL AFTER YOUR CAR HAS MOVED FORWARD PAST THE YELLOW POST AND IS AGAINST THE CURB IN THE DROP OFF LOOP. Allowing children to unload before this point IS DANGEROUS AND DISCOURTEOUS, as this hinders traffic flow by blocking all incoming traffic and causes a dangerous back-up on Bathurst Street. Please show courtesy to other parents and building staff by obeying these guidelines as well as all posted signs and markings. Parents should remain inside the car, if possible, and instruct your child to exit the car on the curb side only and promptly enter the building.

Pre-K students will congregate with their teachers and classmates in the gym while JK and SK students will be walked directly to their cubby and coat area, where their teacher will be waiting for them.

NOTE: If you do not bring your child to school on time he/she will miss the set morning routines. When your child enters class late, it is very disruptive for the other students and the teacher. Please take this into consideration.

Late Arrival | After 8:30 AM: When your child is late, we require you to communicate this to the office by phone or email (office@jdohss.org). When emailing, include your child's name, grade, expected time of arrival, and reason for lateness. Students arriving late must be escorted to the Bathurst Street Entrance and report to the office. A preschool staff member will accompany your child to the classroom.

Dismissal: Parents are not permitted inside the building during dismissal time. Each family will be assigned a family number regardless of their preferred method of pickup. The number must be prominently displayed on the dashboard for car pickups.

- Garage Pick-up: All preschool students (Pre-K, JK, SK) and any older siblings will be picked up from the lower level hallway starting at 3:50 P.M. While waiting for your child, please turn off your ignition.
- **Pick up at 3:50**—Families with only children in the preschool
- **Pick up at 3:55**—Families with preschool children and older siblings

All children being picked up by a parent walking or parking, should meet their children at the Bathurst Street Entrance at **3:55 P.M.**

Staff members will monitor the area to ensure your child's safety until 4:10 P.M. **Please make every attempt to pick up your child on time.**

Special arrangements must be made in WRITING and by PHONE for anyone other than the parents to pick-up the child. If these requirements are not met the child will NOT be released at dismissal.

Late Pick up | After 4:10 P.M.

In exceptional situations, if you cannot pick your child up on time, please alert the office by 3:30 P.M. Students must be picked up in the office. Note that students will not be permitted to wait in any other part of the building.

Parents who frequently pick up their child late will be charged accordingly. We will be monitoring the late pick ups. After 5 late pick ups per term, a fee will be charged through the financial office. Beginning at 4:20 P.M., a charge of \$1.00 per minute will be incurred.

PARKING

Should you need to come to the building for any reason, please park in a legal parking spot, making sure not to park in the handicapped parking spots, fire lane or blocking the ramp. Please return to the parking lot promptly to allow others room to park as well. Thank you for your consideration in this matter.

Please fill out the enclosed form and return it to the child's teacher on the first day of school. If you have already submitted your child's up to date immunization record, and birth certificate please indicate on the form. If you have made specific carpool arrangements and if there are any allergies, please indicate this on the form as well.

NUTRITION

Parents have an option to bring a bagged lunch or opt in to our hot lunch program. Students will receive a healthy catered meal from Yosef Mokir Shabbos for an additional fee of \$6.00 per day.

Sample Weekly Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken balls, rice, and cooked vegetables	Chicken shawarma, mashed potatoes, and cooked vegetables	Chicken fingers, rice, and Israeli salad	Spaghetti chicken bolognese and sliced fresh veggie sticks	Chicken fingers, fries and sliced fresh veggie sticks

Note: The hot lunch option includes 2 healthy snacks per day (e.g., cut up fruit, vegetables, mini muffins, crackers, etc.) but does not include drinks. Parents are welcome to send in additional healthy, labelled snacks for their child. All snacks and lunches are to be NUT FREE and KOSHER. Food items containing any traces of nuts are not permitted. If there are any allergies in the class, parents will be notified. Please send your child with a labelled water bottle daily.

Parents sending a bagged lunch are reminded to adhere to Canada's Food Guide to ensure that appropriate nutrition guidelines are being met.

While packing your child's lunch and snacks, please ensure that you place a **frozen ice pack** within your child's **labeled lunch bag and containers**. It is your responsibility to clearly label all containers, water bottles and lunch bags with your child's name.

Healthy Snack Examples

- yogurt/apple slices
- whole grain bread/crackers with WOW butter
- carrot sticks with hummus

Nutritious Lunch Examples:

- whole grain pasta with cheese, steamed broccoli, strawberries
- whole grain bread with turkey and avocado, orange slices

Note: Please refer to [Canada's Food Guide](#) for additional suggestions.

Canada's Food Guide



At orientation, parents will be asked to complete a food waiver for lunch and snacks in order to bring a bagged lunch. If a child comes to school without adequate lunch or snacks, parents will be called to drop off supplemental food.

PERSONAL BELONGINGS

Please send your child to school each day with a clearly labeled school bag, making sure your child's belongings are labeled.

Please do not send ANY toys from home, unless requested by the teacher. If a child does bring a toy from home, it will be put back in their school bag or lunch box and then sent home.

CLOTHING REQUIREMENTS FOR CHILDREN

Your child should be dressed in comfortable play clothes, which are easily washed. Some activities may be messy and the children may play on the floor outdoors.

Promoting independence: In order to promote independence, it is beneficial for students to wear slip on or velcro closing shoes (sneakers are preferred). We ask that you refrain from dressing your child in one piece bodysuits, overalls, belts and suspenders, as this makes going to the washroom more complicated. Please keep this in mind when dressing your child in the morning and the fact that there may be a sense of urgency involved in school due to engagement in activities.

Change of clothes: Each child must have a complete LABELED change of clothes including socks, underwear, shirt, pants, etc. Please check items regularly as the seasons change and your child grows. Boys should keep extra kippot and tzitzit at school.

During winter months: A pair of labeled running shoes must be left at school. All children must be dressed appropriately for the day's weather conditions for outdoor play. Your child will not be able to participate in outdoor activities if they are not dressed appropriately. All coats, snow pants, hats, scarves, mittens, and boots must be labeled to minimize loss and confusion.

Arts and crafts: Children should keep a long sleeve smock at school for messy activities.

TOILETING EXPECTATIONS

We realize that accidents do occur, however, if they are frequent, you will be asked to keep your child home until he/she is fully trained. Should your child have a bowel movement accident, you will be called to come to school and take your child home to be properly cleansed. We expect your full cooperation in this very important matter as proper hygiene is of ultimate importance and a frequent change of clothes disrupts the smooth flow of the class.

BIRTHDAYS/CLASS PARTIES

Celebrations at School: Your child's birthday is special to us. In order to make this occasion memorable, we request that if you choose to provide snacks or treats for all the children, please ensure that they are **parve, nut free** and have a **certified kosher label**. Arrangements to have a class birthday party must be made with the class teacher at least one week in advance.

Celebrations outside of school: If teachers are asked to hand out birthday invitations, please be sure to invite all students. Food must be kosher. Please indicate on the invitation what will be served.

All food items brought for a class party should be store bought and NOT homemade. All items should be KOSHER, CHALAV YISRAEL and NUT SENSITIVE and individually packed if available.

COMMUNICATION

Every two weeks, a calendar/newsletter will be sent home via email outlining themes and concepts being taught, homework information, special events, reminders and general information. All students will receive a January and June report.

PARENT ISSUES AND CONCERNS

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.

Parents/guardians are encouraged to take an active role in their partnership with the school. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care provider's staff, and foster the engagement of an ongoing communication with parents/guardians about the program and their children. All issues and concerns raised by parents/guardians are taken seriously by our staff and will be addressed. Every effort will be made to address and resolve issues as quickly and as fairly as possible. Under most circumstances an initial response to an issue or concern will be provided to parents/guardians, within 2 business day(s).

If you have concerns about your child's care, your **first step** should be to connect with the teacher. Issues may be brought forward verbally over the phone, via email, or in writing. Teachers may be reached via email with their firstname.lastname@jdohss.org. is to talk to the staff. If you wish to speak with the teacher over the phone, schedule a time with the teacher to talk about your concerns (that way, both you and the staff will be ready to talk). If you need clarification or have concerns about the responses, ask him or her to explain it further.

If no resolution is determined after speaking with the teacher, schedule a follow-up meeting or reach out to the Program Coordinator (905-669-7653). 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.

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

The Joe Dwek Ohr HaEmet Sephardic 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 supervisor and/or licensee.

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:
<p>Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> – the classroom staff directly <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> – the supervisor or licensee 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within 1-2 business days. - Document the issues/concerns in detail. <p>Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received;
<p>General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> – the supervisor or licensee. 	<ul style="list-style-type: none"> - 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.
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> – the individual directly or – the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within two business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> – the staff responsible for supervising the volunteer or student or – the supervisor and/or licensee. <p>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 supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

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/childrensaidd/reportingabuse/index.aspx>

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 Supervisor.

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:

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca
Education Leadership Team – 905-669-7653 or email ELT@jdohss.org

SANITARY PRACTICES

Each child will sanitize his/her hands prior to eating snack each day. Due to the serious nature of anaphylactic allergies in our school, we ask that all parents thoroughly wash your child's hands prior to coming to school. This is especially true if your son/daughter has consumed any products containing nuts/peanuts prior to his/her school departure. We allow the use of hand sanitizer in the classroom to be used as a hand disinfectant. The school will provide hand sanitizer. ***Parents wishing to have their child use their own hand sanitizer must send in the original bottle, labeled with their child's name.***

APPLICATION OF SUNSCREEN, CREAMS, ETC.

JDOHSS implements sun safety practices and encourages parents to provide child safe sunscreen and protective clothing such as a wide-brimmed hat for outdoor times. The staff will assist children to apply sunscreen to the exposed skin areas prior to going outside. Sunscreen must be sent in the original bottle, labeled with their child's name.

Parents wishing for their children to have non-medicinal creams (ie: moisturizing lotion, lip balm or insect repellent) applied during the day must send the item in the original bottle, labeled with their child's name. Parental consent will be assumed with the parent's signature on the Handbook Receipt form in conjunction with sending labeled items to school for application.

MEDICATIONS

Any prescription (i.e. epi-pen) or non-prescription medications (i.e. benadryl) must be sent in original packaging, be clearly labeled with dosage and other pertinent information. If a child does need to have medicine given during the day, parents will be asked to sign the necessary forms giving the school permission and proper instructions to administer this medication. Each prescription and non-prescription medication must be accompanied by written authorization and instructions from a parent.

Prescription: It is not the teacher's responsibility to administer medication. Arrangements can be made through the school office. The medication must be in the original container with the correct labeling from the pharmacist. Parents, with their doctor's approval, can either choose to have their child's Epi-Pen/Allergy puffer, etc. carried in their backpack or in a locked container in the school office.

Non-prescription: Without written or verbal parental permission no drugs of any kind will be administered to the child. If verbal permission is granted the **parent must sign a permission form upon picking up their child** that day.

The school must be provided with a communication plan for a child with life threatening allergies (ie: food, insects) or extreme medical conditions (i.e. seizures, diabetes). The plan must be signed by the child's medical practitioner. Parents of children with these conditions must come in to train the staff on your child's medical concern. The parent(s), supervisor and all staff must sign-off on the training session once it has been completed.

IMMUNIZATIONS

All students must be vaccinated according to the timetable established by Public Health Ontario in order to attend. Please note that non-medical exemptions will not be accepted. Immunization records must be updated yearly.

ILLNESS

Children feeling ill (fever, vomiting, diarrhea, infected eyes) must be kept at home a minimum of 24 hours after feeling better. Parents will be contacted immediately if your child becomes ill at school. It is up to our discretion if your child is well enough to stay. No child will be readmitted to the classroom until he/she is free of diarrhea, vomiting and his/her temperature has been normal for 24 hours. A child recovering from a contagious disease must remain at home until your child's doctor provides a written note permitting admission.

Additionally, children with the following symptoms should not attend school:

- cold and a heavily runny nose
- persistent cough
- symptoms of a possible communicable disease (refer to [York Region Guidelines for Common Childhood Communicable Diseases](#))

In the event of any of the above, the parent will be contacted and the child sent home.

Please provide an emergency phone number and contact for this purpose and update when changes are made.

It is the parents' obligation to notify the school if your child is diagnosed with a communicable disease. (Chicken pox, pink eye, lice, measles, strep throat, hand foot and mouth disease, etc.).

LICE OR NITS

Lice or nits have nothing to do with a child's hygiene. If we suspect that your child has lice, we will contact you immediately and will expect that proper lice procedures will be conducted at home to ensure that all of the eggs are gone. We may conduct a search upon your child's return to school to ensure that their scalp and hair is lice free.

BEHAVIOUR MANAGEMENT

All students must follow certain class rules that enable the smooth functioning of the class. Students who are not yet ready to participate in certain class activities (e.g. gathering time) will be encouraged to conform to classroom expectations and will be guided to develop beneficial self-regulation strategies. If they experience hardship with compliance, we will develop team strategies for cooperative participation. The children can engage in quiet activities and interact with sensory stimulating materials. When necessary, we will enlist your parental aid. **Students who bite other students or cause physical harm may be sent home.**

INJURIES

In the unfortunate case of accidental injury, the following procedures will be followed in sequence:

- An immediate attempt will be made to contact parents
- If you are not available we will refer to the emergency number provided
- Failing to reach neither parents or emergency contact, we will then contact the child's physician and if deemed necessary we will call an ambulance
- Until you, the physician or an ambulance has arrived, the Principal will be in charge and make all necessary decisions regarding the care of your child. Due to such circumstances it is important that you keep us up to date on all important phone numbers and other pertinent information regarding your child.
- The school should be provided with as many numbers as possible i.e.: updated email addresses, cellular phones, pagers and business numbers

EXCURSION POLICY

Parental Permission must be provided for any off premises outings. During the enrollment process, parent permission is requested for nature walks in our neighbourhood or a visit to the park/playground adjacent to our school. However, If we do take the children on a special (pre-planned) excursion, a note will be sent out ahead of time detailing all pertinent information (i.e. date, time, location, arrival time, volunteers needed, etc.

SUPERVISION

Children that attend the Gan Ohr Early Years Program will be supervised at all times throughout the school day. On occasion, we have student teachers or volunteers in the school from accredited programs. Student teachers or volunteers are not permitted to be alone with students, nor are they included in the appropriate number of staff (ratio). In the case of a student teacher, a host teacher will be assigned to review all school policies and procedures, program philosophy, allergies and specific needs of students that must be followed at all times. All student teachers and volunteers will be asked to read and discuss the Staff and Parent Handbook as well as the Program Statement.

PROHIBITED PRACTICES

Our staff will never engage in any of the following behaviours:

- A) Corporal punishment of the child
- B) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- C) Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- D) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self respect, dignity or self-worth
- E) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- F) Inflicting any bodily harm on children including making children eat or drink against their will.

ADMISSION PROCESS

The admission process for the Gan Ohr Early Years Program is as follows:

1. **Application Form and Fee:** An Application for Admission and a Rabbinical Recommendation letter must be completed and submitted to the School Office, together with an Application Fee of \$200 per child. Applications received after March 31st will be charged a \$300.00 application fee. All applicants must fill out a Developmental History Form.
2. **Interview:** After submitting all application requirements, potential parents will be contacted to schedule an individual interview with our Menahel.
3. **Letter of Status of Application:** During the admission process, we liaise closely with applicants and their parents. Acceptance to JDOHSS is determined after considering various factors, including the best interests of the child and their family, and the school's guiding religious and educational principles. You will be notified in writing of our decision regarding your child's acceptance. If your child is not admitted for any reason, the \$200 Application Fee will be refunded to you in its entirety.

WAITLIST POLICY

Families are waitlisted when our program has been filled to its maximum capacity. There is no fee required to be placed on a waiting list. Enrollment fees will not be collected until a space is guaranteed.

To gain access to the waitlist, families must complete an online registration form on the JDOHSS Web site at, <https://www.idohss.org/application-process> or call the Main Office at 905-669-7653 for further information.

To respect our community members, priority is given accordingly to families that register and adhere to the admission process. Siblings of current participants to be included on the waitlist must register by March 31 and the family must provide the Administration Office with a registration form. JDOHSS prioritizes siblings to help ensure that siblings can be cared for in one location and to support the continued workforce participation of parents. Children of current JDOHSS employees must also apply by March 31 and the employee must provide the Administration Office with a registration form. We must have the flexibility to manage our admissions fairly, effectively and transparently.

In order to expedite this process, the following priorities are in place:

- The spot on the waitlist will reflect the date the registration form was received by the Administrative Office (online)
- If space becomes available, the family at the top of the waitlist will be contacted and expected to complete their registration in order to secure a full time space. Once the child is registered successfully and has completed the admission process, their space is guaranteed.
- Parents may contact the office Manager to receive monthly, CONFIDENTIAL updates regarding their waitlist status

They will be contacted within 2 days of their call/email. Under no circumstances, will any other child's name on the list be revealed to another parent, in order to maintain the privacy and confidentiality of all students on the Waiting List.

WITHDRAWAL POLICY

It is the policy of our school to set limits for the children in a non-threatening manner. We ensure a safe and secure environment while recognizing the individual social and developmental needs of every child. We always take a positive approach to classroom management.

There may be instances when our Early Years Program cannot accommodate the ongoing or future needs of a currently enrolled child. These situations will be brought to the attention of the preschool coordinator and the principals. If a child's placement is determined to be inappropriate, we reserve the right to require the termination of the child from the program. In this instance, prior consultation will have been conducted with the family. Every effort will be made to give the parents reasonable notice in order to find alternate care. No fees will be refunded for the duration of the suspension. In the case of termination of services, the unused portion of fees will be refunded.

Parental Choice for withdrawal: If a parent chooses to withdraw their child from our program, a written notice is required 30 days in advance of the withdrawal date. Once this notice is submitted, the notice is final.

MINISTRY INFORMATION

It is our duty to post the current Licencing Inspection Summary and Ministry Licence in a conspicuous place in the school for parents to see. A copy of the Licencing Inspection Summary will be distributed to parents with the Parent Handbook upon registration. In addition, our childcare centre will be required to post information about any Serious Occurrence. A Serious Occurrence Notification Form will be posted at the centre for 10 days. This may include a serious injury to a child, fire or disaster on site or a complaint about a service standard.

EMERGENCY MANAGEMENT PLAN

In case of emergency, it may be necessary to evacuate staff and children from our building in the event of a fire, bomb threat, flood, or any other situation in which there is immediate danger. Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed below.

The school has a specific Fire Safety/Evacuation Plan in place to ensure the safety of each of our students and staff. Monthly fire drills will be conducted in order for the students to react appropriately during a fire or emergency. Depending on specific circumstances, there may be a need to evacuate to our on-site location or to the off-site location. The on-site area is the huge playground abutting the school. The off-site designation is the Bernard Betel Centre located at Bathurst and Steeles (walking distance). All staff have specific duties to uphold during these instances.

In the event of an emergency, it is imperative that we have a complete list of current contact information for parents/families. Parents will be given information as to the purpose of our evacuation, our location and what our intentions are. Parents will be advised to wait for further updates regarding where and when to pick up their children.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed and listed in the daily communication log.