



**2023/2024**

# MISSION STATEMENT

The Ganon Preschool will pave the way toward excellence in early childhood education. Its students will develop a true love of learning as they enter a world of wonder and discovery lead by a team of truly dedicated, caring and loving teachers. At the Ganon Preschool we believe that every child belongs; regardless of their ability or religion. Through the implementation of a program that is both developmentally appropriate and rich in Jewish tradition, customs and values, each child will be prepared for the next stage of their childhood journey.

|           |   |
|-----------|---|
| <b>1</b>  | Program Statement   |
| <b>2</b>  | Our Goals<br>Our Staff  |
| <b>3</b>  | Prohibited Practices – Absolute No-No’s<br>Behavior Management<br>Discipline Policy   |
| <b>4</b>  | Policy Regarding Volunteers and Student Teachers<br>Parent Issues and Concerns Policy and Procedures<br>Serious Occurrence Notification for Parents                       |
| <b>5</b>  | Weather<br>Admission and Discharge Policy<br>Withdrawal Policy<br>Refund Policy & Payment Plans<br>Fees   |
| <b>6</b>  | Arrival and Departures<br>Early Mornings and After School Care<br>Emergency Management<br>Pick Up and Car Pool Arrangements<br>Parking<br>Snacks and Lunches<br>Allergies |
| <b>7</b>  | What Your Child Needs for School<br>Gym<br>Swim<br>Birthday Celebrations<br>Holidays<br>Lost and Found<br>Change of Address<br>Afternoon Enrichment Programs              |
| <b>8</b>  | Rest and Relaxation<br>Parent and School Communication  |
| <b>9</b>  | Safe Arrival & Departure Policy   |
| <b>10</b> | Health Policy<br>COVID 19 Sick Policy   |
| <b>12</b> | Parent Contract   |

# PROGRAM STATEMENT

Ganon Preschool is a licensed childcare center that follows the regulations stated in the Child Care and Early Years Act, 2014 as well as believes in the early learning pedagogy. How does learning happen? We believe that every child is capable, competent, curious and rich in potential. In creating a climate of trust and comfort, we are devoted to making each day a fun and joyous experience. Learning and play are intrinsically connected and therein lays our foundation for skill development. Using an integrated thematic approach, the children are provided with a vast array of opportunities for social interactions, oral and comprehensive language development, physical activity and cognitive growth. While academic readiness is of significant importance, personal growth is paramount. Through independent and interactive situations, as well as teacher and student directed activities, we foster moral attributes in the spirit of cooperation, sharing, teamwork and respect. Our teaching team has set standards and goals to provide each child with a positive and fulfilling preschool adventure. We hope to instill a true love of learning that will form the foundation for a strong future education.

## The goals of our program are to:

- 1. Promote the health, safety, nutrition and well being of the children.** Ganon Preschool educators are attuned to the emotional and physical. We will provide the children with a safe, clean environment in which they are free to explore and learn with positive interactions. We provide many opportunities for physical education with our swimming program, and opportunities in the gym with a variety of gross motor activities. We encourage the parents to provide their children with health lunches and snacks and to follow Canada's food guide.
- 2. We support positive and responsive interactions among the children, parents, educators and the community.** One of our goals is for all of the children who attend our center to have a sense of self, a feeling that they belong to a group and part of a community. We want them to feel valued, share their thoughts, feeling and experiences with others in a non-judgmental environment. We will achieve this by encouraging everyone in our center – educators, students, parents, and volunteers to form respectful, caring and positive relationships with one another.  
  
We have open communication with the families and educators and try to keep the parents informed on their child's development and daily reports. We have weekly newsletters, communication calls between parents and educators and an open-door policy where we encourage the families to share things with us or ask questions about their child.
- 3. We encourage the children to interact and communicate in a positive way and support their ability to self regulate.** The educators will encourage the children to express their emotions, thoughts and ideas with their peers and the educators through verbal and non-verbal communication. We will use a variety of materials to help encourage creativity and communications such as music class with a variety of instruments, exploration of music and movement, dramatic play as well as art. The educators will be there to provide positive interactions in a child lead activity and help encourage communication skills with one another. We will ask open-ended questions, help with creative problem solving and critical thinking. We will provide different materials and ample time for the children to be engaged in a project that will allow the freedom of expression. We have an extensive library of children books that are available for the children to read or a educator to read with them and we will encourage discussions about what we read and have activities in the classroom that we can use

as an extension of the stories that interest the children the most. We have safe spaces in each classroom to allow the children some time, to be by themselves, in a comfortable space and have some privacy. This provided the children with the opportunity to self regulate their emotions without distractions from their peers.

- 4. We foster the children's exploration, play, and inquiry.** We have developed a child directed curriculum, which involves the children's interests to dictate what the activities will be based on. This will give the children a sense of belonging as it allows the children to have the input on what activities and learning opportunities are set out in the classroom. The educators are constantly observing the children and providing activities to foster their imagination, exploration and curiosity. We encourage the children to explore the surrounding and often take them on walks around the center to explore the community around them.
- 5. We provide child-initiated and adult-supported experiences.** We provide the children with the opportunity to choose their own activities that were planned by our educators. There is a good mix of child initiated as well as adult initiated / supported on a daily basis. The educators use their daily observations to plan activities that the children are interested in as well as plan activities that support the growth and development of each age group.
- 6. We plan and create a positive learning environment and experiences in which each child's learning and development is well supported.** It is important to the educators in Ganon Preschool to have one-on-one time with each child in their program as much as the program will allow. We believe that this will create a strong bond and great relationships between the children and the educators and create a positive learning environment. The one-on-one time or small group time with the educators and children also allow the activities provided to adapt to each child's needs and ability. We support all types of learners and provide a positive experience for all children who attend Ganon Preschool.
- 7. We incorporate indoor and outdoor play, as well as active play, rest and quiet time into our day.** We give consideration to the individual needs of the children enrolled in our program. The children who stay for a full day program have two opportunities to play outside (weather permitting), once the morning and one in the afternoon. We often take the children on nature walks

to explore their environment outdoors. If the weather does not allow for it the children will go to the gym where we play active games, use gross motor equipment and once a month participate in sportball classes. There is also dance classes, yoga and swimming incorporated into our weekly program. Children who stay for the afternoon program are provided with a quiet/rest time. If they do not fall asleep there is a quiet/wake time where they can engage in quiet activities in small groups.

8. **We foster the engagement of and ongoing communication with parents about the program and their children.** The educators at Ganon Preschool pride themselves on our ongoing communication with parents and the families. We have weekly newsletters, communication call, progress reports to report on the child's development throughout the year. We have an open-door policy and encourage parents to come in and observe or chat with the educators as well as celebrate the different holidays with us to see how and what their children are learning.
9. **We involve local community partners and allow those partners to support the children, their families and the educators.** Ganon Preschool is located in a community center, which allows us to participate in different community events. We take the children to the retirement home – Hillel Lodge on our campus once a month to celebrate the Sabbath with the elderly. We also have a reading buddies program that allows the Junior Kindergarten class to visit the Jewish school and have some older children practice their reading with them. We consider our community partners as a part of our Ganon Family and we try to visit and include everyone in our celebrations and curriculum. Please note: We may not be permitted to visit these places in person, but we are working on a way to still be involved in the community.
10. **Support staff or any other staff members that interact with the children at Ganon Preschool are encouraged to participate in profession learning opportunities.** The educators, support staff and volunteers at Ganon preschool are encouraged to continue their professional development through various workshops, discussion groups and by reading articles to help with different topics. We reflect upon our planning and implementing of the programming and discuss what was successful and what we could improve on within our classrooms during our staff meeting. The Registered Early Childhood Educators are able to continue to work of their CPL at Ganon and outside and are asked to share any new or interesting information they have learned with the other educators. We review and discuss the How Does Learning Happen pedagogy during staff meetings and brainstorm new ways of incorporating it into our programming.
11. **We document and review the impact of the health and safety, nutrition and the overall well being of the children as well as the professional development of the staff in Ganon Preschool.** The staff, students and volunteers at Ganon Preschool are required to read and review (and sign off on) all of the policies and procedures including the program statement before commencing work with the children. The program statement will be a topic of discussion among the educators and the director at staff members and is subject to change to reflect the high quality care of Ganon Preschool.

## OUR GOALS

In creating a climate of trust and comfort, we are devoted to making each day a fun and joyous experience. Learning and play are intrinsically connected and therein lays our foundation for skill development. Using an integrated thematic approach, the children are provided with a vast array of opportunities for social interactions, oral and comprehensive language development, physical activity and cognitive growth.

While academic readiness is of significant importance, personal growth is paramount. Through independent and interactive situations, as well as teacher and student directed activities, we foster moral attributes in the spirit of cooperation, sharing, teamwork and respect.

Our teaching team has set standards and goals to provide each child with a positive and fulfilling preschool adventure. We hope to instill a true love of learning that will form the foundation for a strong future education.

### Key components of our program:

- Age appropriateness & individual appropriateness
- Integration of children with special needs
- Learning through meaningful play as the foundation for skill development
- Balanced teacher & child directed activities
- Planning that emerges from both the children's and teacher's interests
- Planning based on pre-described program goals
- Curricular "progressive approach" (2, 3, 4 year old programs)
- Integrated French and Hebrew Program

## OUR STAFF

As mandated by the Ministry of Education, all of our Head Teachers have an Early Childhood Education diploma or equivalent education.

*There is a minimum of a 5:1 ratio in the 2-year-old program, an 8:1 ratio in the 3 and a 13:1 ratio in the JK program.*

**Ganon Preschool is licensed by the Ministry of Education. We receive funding from the City of Ottawa and are a part of the Canada-wide Early Learning Child Care System.**

## PROHIBITED PRACTICE

It is our belief that a well-organized classroom using appropriate methodology will result in appropriate behaviors. Routines are established early in the year, allowing children to become comfortable and familiar with expectations. We feel that all children should be spoken to in a gentle tone and positive manner. As teachers, it is part of our mandate to foster self-esteem and confidence in each child. Through positive reinforcement, continuity of behavioral expectations and re-direction of intent, a relaxed approach to behavior management is maintained. For more information on the Prohibited Practices policy, please see the preschool director.

## ABSOLUTE NO-NO'S:

- Verbal, emotional or physical abuse, including humiliation, corporal punishment, sarcasm and degradation is not permitted.
- Children shall never be deprived of their basic needs for healthy development (food, shelter, clothing)
- Confinement of a child to a locked or lockable space for purposes of removal from other children is not permitted.
- No child shall be confined to a space by locking of exits and doors.

## ACTIVITIES OFF THE PREMISES

At Ganon Preschool if the children are going to participate in activities off the campus we will inform the parents with plenty of notice. There will be permission slips for the parents to sign and this will give the details of where the children are going and how they will get there and the time of their departure and return. We always encourage parent volunteers and go with an extend ratio of staff and students.

## DISCIPLINE POLICY

If discipline measures are required, they are performed in a non-threatening, non- demeaning manner. It is important for the child to understand that it is the 'action' not the 'person' that is inappropriate. Different situations will require various approaches. Primarily, we talk to a child at eye level, on a one to one basis in order to avoid any further distractions. A child may be removed from a situation and placed at a different activity to diffuse the course of events. Depending on the incident, a child may be asked to leave the area to help them calm down and prepare them for returning to the group. If difficulties occur, parents will be notified and a course of action will be formulated between the teacher and the parent to promote continuity at home and at school.

1. Verbal, emotional or physical abuse is not permitted.
2. The use of corporal punishment is not permitted.
3. Children shall not be deprived of their basic needs for healthy development.
4. Confinement of a child to a locked or lockable space or is not permitted.
5. No child shall be confined to a space by locking of exits and doors.
6. The Director will review policies relating to behavior management with any person who works, volunteers or spends time in the preschool.



**PLEASE NOTE:** Each staff is required to sign a contract stating that they have read and understand the school's policies regarding behavior management. All staff, students and volunteers who are in direct contact with the children are required to submit a criminal reference check from the local Police Station.

## INTENT

The intent of this policy is to ensure a non-violent environment where all children and staff in the Ganon Preschool are safe and feel a sense of security and well- being. This policy is intended to be used as a guideline and will be implemented at the discretion of the Ganon Preschool Director.

## IDENTIFYING BEHAVIORS

For the purpose of this policy, violent and aggressive behavior is defined as excessive and or continuous biting, spitting, screaming, swearing, name calling, throwing temper tantrums, teasing, taunting, slapping, pushing, hitting, hair pulling, scratching, punching, kicking, tripping, roughhousing, throwing objects, deliberately damaging personal and or public property.

If ANY of these behaviors escalate from a one-time occurrence, the preschool director will determine a course of action.

## POLICY REGARDING VOLUNTEERS AND STUDENT TEACHERS

We at the Ganon Preschool, are committed to a safe and stable environment for all children. To that end, volunteers and student teachers will be required to follow the guidelines as set forth in our policy statement. Some key point of the document are as follows:

- Direct unsupervised access is not permitted for persons who are not employees of the Ganon Preschool.
- Volunteers and placement students may not be counted in staffing ratios.
- A criminal reference check is required by all volunteers and placement students prior to beginning their time spent with the children.

For more information on the volunteers and placement students policy, please see the preschool director.

### 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>

## PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

Parents/guardians are encouraged to take an active role in Ganon Preschool 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, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the directors and all of the staff here at Ganon 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 one 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 supervisor and/or licensee.

## SERIOUS OCCURRENCE NOTIFICATION FOR PARENTS

The Ontario government has a policy that requires licensed childcare centres to post information about serious occurrences that happen at a centre. This policy was effective as of November 1, 2011. A serious occurrence could include:

- Serious injury to a child
- Fire or other disaster on site
- Complaint about service standard

This posting, which would be posted by our license on the director's office door, will give parents information about the incident and outline follow-up actions taken, while respecting the privacy of the individuals involved. The intent of this policy is to provide greater transparency for parents about serious occurrences that may occur.



## WEATHER

### WEATHER INFORMATION LINE:

(613) 998-3439

The Ganon Preschool staff follows the temperature as

indicated on the weather line listed above.

### WE DO NOT GO OUTSIDE TO PLAY IF:

1. It is raining.
  2. It is  $-18^{\circ}\text{C}$  (including wind chill factor).
  3. It is  $+32^{\circ}\text{C}$  (including humidex factor).
- If it is wet but not raining, we generally go outside. Please ensure that your child is properly dressed for wet weather.
  - During the colder winter months, we do not go outside when the children have wet hair from the swimming pool.
  - When you pick up your child inside (during winter time), he/she may not be fully dressed before you arrive, as we do not want the children to get overheated.

## ADMISSION & DISCHARGE POLICIES

Ganon Preschool has 3 sets of registration periods:

1. The first two weeks of registration will be open to Soloway JCC members who are currently enrolled in Ganon preschool.
2. The second period of registration will be open to Non members of the SJCC who are currently enrolled in Ganon and SJCC members who are not enrolled in Ganon.
3. The third period of registration will be an open registration that is open to anyone.

Once the Ganon office has received and processed the enrolment forms and a 50% deposit for the first month of tuition, a parents package will be sent out to the family which includes a registration form, emergency information, medical and immunization information and consent forms. Please bring your child's immunization card as well as addresses and telephone numbers for your child's physician and emergency contacts. We require all of this information to be filled out before your child starts in our care.

At the beginning of the school year, families will be invited in to the classrooms for a "meet and greet". We will let you know what day and time to come in with your little one to meet your Morah and see your classroom. This is an opportunity for the child to see their classroom for the first time, meet a few friends and of course meet their Morah. We schedule a few children at a time so that it is not overwhelming for the children.

## DISCHARGE POLICY

Violent and/or aggressive behavior of children will not be tolerated in the Ganon Preschool. If and when these behaviors exist, they will be subject to a progressive course of action up to and including discharge.

A positive, developmentally appropriate approach to dealing with aggression in young children often helps to prevent it from occurring. Certain behaviors, which may be deemed aggressive or violent, are at times developmentally characteristic for a certain age level. For example, a 2-year-old may bite or pull hair as a means of communicating. These behaviors will be carefully monitored and every effort will be made to stop a recurrence. If these behaviors are continuous and excessive or create a safety concern for the other children, they will be addressed in an appropriate and timely fashion.

## WITHDRAWAL POLICY

A minimum of two weeks' written notice is required prior to withdrawal in order to provide sufficient time to fill the vacant space.

## REFUND POLICY & PAYMENT PLANS

- A non-refundable deposit of 50% of the first month's preschool tuition is required at the time of registration and will be applied towards your first tuition payment.
- Payment arrangements must be completed at time of registration.
- Changes after Sept. 1, 2023 are subject to a \$45 administrative fee
- Changes that reduce hours of care are subject to a one month fee.

## BASE MONTHLY FEES

### 2 Year Old Program

|                         |              |
|-------------------------|--------------|
| <b>Monday to Friday</b> | <b>\$673</b> |
| <b>Mon, Wed, Fri</b>    | <b>\$443</b> |
| <i>Morning</i>          | <i>\$93</i>  |
| <i>Afternoons</i>       | <i>\$82</i>  |

### 3 Year old Program

|                         |              |
|-------------------------|--------------|
| <b>Monday to Friday</b> | <b>\$605</b> |
| <b>Mon, Wed, Fri</b>    | <b>\$388</b> |
| <i>Morning</i>          | <i>\$82</i>  |
| <i>Afternoons</i>       | <i>\$76</i>  |

### 4 Year old Program

|                         |              |
|-------------------------|--------------|
| <b>Monday to Friday</b> | <b>\$605</b> |
| <i>Half Days</i>        |              |
| <b>Monday to Friday</b> | <b>\$327</b> |

## ARRIVAL AND DEPARTURES

### Morning Drop Off:

Morning drop off will be between 8:30 and 9:15. We require parents to do a daily screening of their child with the Ottawa Public Health school screening tool before coming to preschool. This can be found at on the Ottawa Public health website. A temperature reading over 37.8° C or 100.4° F will be denied access to the preschool.

Children will be dropped off **outside at the playground.**

### Pick Up

Pick up will be at outside for both 2 & 3 year old half-day programs

All other pick up will be the Ganon door.

If your child had an inside drop off there will be staff member to escort them to their classroom after they have been screened.

If you arrive after 9:00 please ring the doorbell or call the office at 613-798-9818 ext 280 and someone will come meet you at the door.

Children are to be picked up from the morning preschool program no later than 12:30PM. Please be on time. Children are to be picked up by 5 PM for the full day program.

*Please note: if you are late picking your child up at 12:30 pm or 5:00 pm he/she will remain in the preschool office until they are picked up by a parent or caregiver. A \$25 late pick up fee will apply.*

## EARLY MORNING & AFTER SCHOOL CARE

**Early Morning Care** runs from 7:30 – 8:30  
**After Care** runs from 5:00 – 6:00

\$2.50/day – Monthly Rate  
\$4 – Drop in  
(non-base fees)

*Please do not allow entry to anyone through the side door.*

For security reasons, we ask all parents to abide by this policy which only allows entry by a Ganon Preschool staff member.

## EMERGENCY MANAGEMENT

In case of emergency we assure you that there are extensive emergency policies and plans in place in the SJCC. We have worked with the security team and developed an evacuation plan and set our safe space at Young Israel. The staff will notify the parent immediately by telephone once it is deemed safe. If we can not reach you by phone we will send out an email. Our first priority will be to keep your children safe and feeling comfortable.

## PICK-UP & CAR POOL ARRANGEMENTS

### Children will only be released to parents or those people authorized by the parents

- We require a written list of your authorized car pool drivers (*see enclosed form*).
- If at any time you need to add another person to your list, we require a written statement of authorization from you prior to pick-up.
- If any changes are made to your typical car pool schedule, we require notification before we release your child to the car pool driver (even if he/she is on your car pool list).
- At no time will children be released to siblings or anyone under fifteen years of age without expressed written consent.

## PARKING

- Parking in handicapped designated spaces is strictly prohibited.
- Please do not park in the 5-minute drop-off zone if you are planning on staying on campus for longer than the designated time.
- Please be mindful of the dangers in leaving children unattended in the car while you drop off and pick up. We would be happy to help you if you are having a difficult time avoiding this potential hazard

## SNACKS AND LUNCHES\*

- All snacks and lunches must be Kosher. If you have any questions regarding Kashrut please contact the preschool office.
- Monday, Wednesday and Friday are milk or parve lunch days.
- Tuesday and Thursday are meat or parve lunch days.
- Parents are responsible for packing healthy, well-balanced lunches and ensuring those foods have an ice pack to maintain cold temperatures. GUIDELINE TO FOLLOW: If it comes out of the fridge – it needs an ice pack.
- Sharing food among children is absolutely prohibited.
- Please make sure all snack containers and lunch boxes are clearly labeled.
- On the rare occasion that you forget to send your child with a snack or a lunch, the preschool will provide healthy, well-balanced options
- Please refer to the "Lunch Box Ideas" page for healthy, kosher snacks and lunch ideas.

*\*2 year old snacks and lunches are included*

## ALLERGIES

### THE GANON PRESCHOOL IS A "PEANUT & NUT FREE ZONE"

- It is strictly PROHIBITED to send peanut butter or other nut products with your child.
- If your child has other allergies, please inform the Director and your child's teacher.

For more information on the Ganon Preschool Allergy and Anaphylaxis Policy, please see the Preschool Director

## WHAT YOUR CHILD NEEDS FOR SCHOOL

- Due to COVID 19 restriction we ask that you please refrain from sending toys from home. The children will be allowed one stuffed animal or comfort toy on their bed that will be sent home weekly.
- Your child will need an extra set of labeled clothing at school along with a pair of running shoes during the winter (preferably velcro).
- Please send your child with an extra, labeled bathing suit and towel at the beginning of the year just in case a suit is forgotten on his/her swim day.
- Children will need a backpack to take home all of their 'masterpieces' and important notes. A communication folder will be placed in your child's backpack on their first day of school. This is where notes are to be placed from both parents and teachers. Please check this folder on a daily basis.
- We are NOT responsible for lost items. PLEASE LABEL EVERYTHING! (including snack containers and lunch boxes)
- Please dress your child in a manner that allows him/her the freedom to explore crafts, the outside yard as well as gym.

## OUTDOOR PLAY: SPRING & SUMMER

- On sunny days, your child will need to be dropped off with sunscreen already applied and a sun hat.
- We will be applying sunscreen to the children prior to our noon and 3:00 outside play time. If you would like to supply your own sunscreen, please send a labeled bottle. Otherwise, we will use the school-supplied brand that has an SPF 30, is hypoallergenic, and PABA-free.
- The teachers will ensure that all children will drink plenty of water on warm days (especially after outdoor play).

## OUTDOOR PLAY - WINTER

- During the winter months, warm clothing is essential.
- Please send your child with snow pants, hat, mitts and a neck warmer.
- Please send an extra pair of mitts to stay in your child's cubby.

## OUTDOOR PLAY - FALL

- Please send your child with splash pants as the playground can be messy as the temperature begins to drop.
- Please send a hat and mitts for outside play.

## GYM

Children will have gym class once a week during the morning preschool program. Please make sure your child has a pair of appropriate running shoes on gym day.

## SWIMMING

Children will have swimming once every second week during the morning preschool program. Your child will need a bathing suit and towel on their designated day (which you will be informed of at the beginning of the school year). Please make an effort to avoid dressing your child in tights on swim days.

## BIRTHDAY CELEBRATIONS

We are delighted to take part in your child's birthday celebration. If you would like to send in a treat for the class to help celebrate your child's birthday please ensure that it is nut free, kosher and sealed from a bakery or grocery store. You may also order a treat from A Dashing Pinch Cafe located upstairs in the JCC.

If you are inviting the entire class to an outside school party, we are happy to hand out invitations on your behalf. If you are inviting a select few, we ask that you attend to the invitation distribution yourself. Please note that we will only distribute invitations to parties that will be taking place outside of Shabbat in order to respect those families that are observant.

## HOLIDAYS

Children are not permitted to pass out Valentine cards at school. Please do not send your child in a Halloween costume. We will have an opportunity to express our friendship on Friendship Day and to dress in costumes during Purim.

## LOST AND FOUND

Our lost and found is located in the preschool cubby area. Please check it periodically for hats, mitts, socks and other lost treasures!

## CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please advise the preschool office of any changes. In case of emergency, we must be able to contact you.

## AFTERNOON PROGRAMMING

Our afternoons are filled with exciting programs that are fun and enriching for the children. They will participate in some or all of the following programs, depending on when your child attends.

**Monday:** Art

**Tuesday:** Gym/Dance/Movement

**Wednesday:** Music Class

**Thursday:** Free Swim (*No swim lessons due to COVID 19*)

**Friday:** Science

- ✓ All requirements regarding the Fire and Building Codes have been met and are updated on a regular basis. The preschool has monthly fire drills.
- ✓ The Ganon Preschool has a comprehensive and thorough Registration Policy. If you would like more information about this policy, please request a copy from the Preschool Director.

## REST AND RELAXATION

The Child Care and Early Years Act states that children enrolled in a full day program must have a rest time in their educational program. Rest time at Ganon Preschool varies for each age group and not all children are required to sleep, but are all given the opportunity for quiet time. This rest time allows the children to recharge before beginning our afternoon programming.

### Is this rest period necessary?

Daily naps/rests for children are essential for good days and good nights. Many parents believe their child will sleep better at night without a nap during the day. However, if your child is overly tired, they may become stressed and irritable, and their behaviour may actually worsen. Often they become overactive, making it difficult to fall asleep at bedtime.

Children need this time to re-group. This quiet time is used for looking at books, working on puzzles and play that is less active. All children need to learn to entertain themselves and quietly play alone. This is a skill that children need to be learning, how to be able to keep themselves busy without an adult providing stimulus, without anything but their toys and their thoughts.

### Toddlers (2-3 Year-Olds)

This down time vital to a toddler's health and well-being. In fact, experts recommend that 2 to 3 year-olds get 10 to 12 hours of sleep during the night, with an additional 1 to 2 hours of shut-eye during the day. Research on napping suggests that an afternoon nap as short as ten minutes can enhance alertness, mood, and mental performance, especially after a night of poor sleep.

Our youngest children will each get a cot to rest on for up to 1.5 hours. This is dependent on individual needs and will be closely monitored by the wonderful staff.

### Preschoolers (3-5 Year-Olds)

Children in this age group who do not rest will have some quiet time, enjoying soft music, dimmed lighting, books, puzzles, etc. These children do not require cots but we provide comfy space for children who may decide to enjoy from rest and relaxation.

Please send in a small blanket that can be left in your child's cubby.

If you have any questions, please come on by the preschool office to discuss any questions or concerns you may have.

## PARENT HANDBOOK

This handbook will provide you with the most important information, policies and procedures. Please inquire if you would like more information regarding our programs and/or policies.

## SCHOOL CALENDAR

Please make note of all closures, holidays, special parented programs and other important dates. Reminders will come prior to all special dates.

## CLASSROOM CALENDARS & NEWSLETTERS

Each month, your child's teacher will be sending home a calendar and an electronic newsletter, which will keep you informed of the classroom program, swim days, and special projects they are working on. While this is just a brief overview, it will give you a good idea of the learning that is taking place on a daily basis.

## WEEKLY WEDNESDAYS

Please check your email every Wednesday. An email will go out with reminders and info pertaining to the upcoming week. Other flyers and notices may be sent home by e-mail or in your child's personal communication folder. Please keep the folder in your child's backpack as we want all important information to make it home to you.

## WHEN CAN I SPEAK TO MY CHILD'S TEACHER OR DIRECTOR?

Please speak with the Director if you have any questions, concerns or feedback. If the Director is not available at the time, please leave a voice message and your call will be returned. If you need the undivided attention of your child's teacher, please set up a time and date for a phone call or a school meeting.

# SAFE ARRIVAL & DEPARTURE POLICY

## General

Ganon Preschool will ensure that any child receiving childcare is only released to the child's parent/guardian or an individual on the authorized pick-up list. If the person is not on the authorized pick-up list, we require a written or verbal (face to face) notification that they are authorized to pick up the child.

Ganon Preschool will only dismiss children into the care of their parent/guardian or another authorized individual. The center will not release any children from care without supervision.

Where a child does not arrive at the preschool as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

A child in the care of Ganon Preschool will only be released to a person authorized to be picked up by a parent/guardian over 16 years old.

## Procedures

### Accepting a child into care

1. When a child is dropped-off at Ganon Preschool the program staff in the room must:
  - greet the parent/guardian and child.
  - 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 pickup authorization form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
  - document the change in pick-up procedure in the daily written record if that person is not on the authorized pick-up form.
  - sign the child in on the classroom attendance record.

### Where a child has not arrived in care as expected

Where a child does not arrive at the Ganon Preschool 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:

1. Inform the director and program staff and they must commence contacting the child's parent/guardian no later than 10:30 am. The program staff /director shall message via seesaw or email the parent/guardian to find out where the child is. If there is no response within an hour, we will call the parent/guardian
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.

### Releasing a child from care

1. The staff supervising the child at the time of pick-up shall only release the child to the parent/guardian or individual that the parent/guardian has provided written authorization that Ganon Preschool 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)

Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up (before 5:15) the staff member supervising aftercare will message the parent/guardian via seesaw. If there is no response within half an hour that staff member will call the parent/guardian on the phone numbers provided on the emergency forms and advise that the child is still in care and has not been picked up.

- If the staff is unable to reach the parent/guardian, staff must call again in 15 minutes and leave a message.
- If the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall:
- If it is past 6:00 pm and the parent/guardian has not been in contact after the messages the staff member will let the director know and contact the emergency contacts.

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

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care has not arrived by 6:00, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
- The staff shall stay with the child and continue to call 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 call the authorized pick-up person.
- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall email, message and leave another voice mail. If after 6:30 there has been no contact from parents/guardians or authorized pick up, we will contact the emergency contacts.
- 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.

## HEALTH POLICY\*

\*Please be sure to read the COVID 19 Sick Policy

*The school reserves the right to send home any child whom we deem not well enough to participate in the program.*

Please do not send your child to school if he/she is unwell. Germs flourish in a preschool setting and we count on parents to help us keep illnesses to a minimum.

Use the following guidelines when determining if your child is well enough to attend school:

- Any child developing a fever during the day will be sent home. A fever is a temperature of 100°F or 37.8°C.
- Any child developing diarrhea during the day will be sent home.
- Any child who is vomiting with or without other symptoms MUST remain at home.
- **Your child must be free of fever, without any fever-masking/reducing medications for 24 hours before returning to school.**
- **Your child must be free of vomiting or diarrhea for 48 hours before returning to school.**
- Care should be taken with severe colds. Please do not send your child to school if he/she has any green mucus, which indicates infection.
- If your child has a contagious illness such as chicken pox, pediculosis or conjunctivitis (pink eye), please advise us so we can alert other parents to possible outbreaks. Information will remain confidential.
- We ask that any child who is suspected to have chicken pox (spots on face, neck and back) be picked up immediately. The child should see a doctor to confirm if it is indeed chicken pox and then stay home from school until the pox have dried up and scabbed over.
- We are not permitted to administer fever-masking medications such as Tylenol or Advil.
- In accordance with the Child Care and Early Years Act, any medication that needs to be administered during school hours MUST be in its original packaging with the child's name clearly labeled. Please include a spoon or syringe if necessary. A medication authorization form must be filled out and signed by the child's parent.
- Immunization must be up to date prior to the first day of school. Please fill in the immunization form and return it with a photocopy of your child's immunization record by the assigned due date as stated in the parent package.
- Please phone the office if your child will be absent indicating the reason for absence.

## COVID 19 SICK POLICY

The SJCC remains vigilant to ensure the protection, health and safety of the children, families, staff and community.

We will be following the recommendations from the Ottawa Public Health Department, Health Canada and the Ministry of Education.

It is important to remember that the children who are infected with the COVID 19 virus are more likely than adults to have mild infections and symptoms, but these children can still transmit the infection to other children and adults in the centre or when they come in contact with others.

A screening program will be in place to help detect infections when symptoms are present. This screening process will not detect infected children or adults who do not have any symptoms.

**Ganon Preschool child care will not be provided if the child, staff or any household member fits the criteria below:**

- You or your child(ren) have any symptoms such as fever and /or cough, difficulty breathing
- You or your child(ren) have travelled outside of Canada in the last 14 days
- You or your child(ren) live with, provide care for, or spent extensive time with someone who has tested positive for COVID 19, suspected to have COVID 19 or who has a fever, cough or shortness of breath that started within 14 days.
- If one child is self-isolating due to close contact with a positive COVID-19 case, siblings are not permitted to attend preschool.

## COVID 19 SICK POLICY (continued)

### Screening

We strongly recommended that children, staff and visitors continue to self-screen every day before attending Ganon Preschool using the Ottawa Public Health child care screening tool for COVID 19.

Following public health guidance, individuals should stay home if they are feeling ill to prevent the spread of illness.

We will be following the guidelines recommended by Ottawa Public Health and the Ministry of Education.

### Symptoms

- Fever
- Cough
- Difficulty breathing or shortness of breath
- Other upper respiratory tract infection symptoms such as: nasal congestion, nasal discharge, sneezing and sore throat

All individuals including children, staff, and parents/ guardians entering the SJCC will be screened daily if it was not done prior to attending the preschool. The participant will be asked to take their temperature at home before entering the center and if their temperature exceeds 37.8° Celsius / 100.4° Fahrenheit or greater they will be denied access to the center. Any child/staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness as described above, will be asked to stay home and self-isolate for 14 days from the first day of symptoms OR until 24 hours AFTER symptoms have FULLY resolved, whichever is the longer time frame OR provide a negative COVID test.

All children and staff will answer the COVID 19 questionnaire daily and if they answer yes to any of the questions, they will be denied access to the preschool. Social distancing of at least two meters (6 feet) will be maintained during the screening process. The staff member doing the screening will wear PPE while doing the intake. A record of all children and staff and visitors to the preschool will be kept with the time of arrival and departure as well as the public health questionnaire results. These records will be kept and used to facilitate contact tracing in the event of a confirmed case of COVID 19 or an outbreak. We have a duty to report suspected or confirmed cases of COVID 19 to Ottawa Public Health Department and who will provide specific advice on what control measures should be implemented and how to monitor for the possible infected children or staff.

### Exclusion Steps for Children and Staff

- Parents will be notified immediately if their child is showing signs of illness. The child will be taken into an isolation room in the care of staff and they will wait for immediate pick up.
- If immediate medical attention is needed, an ambulance will be called, and the parent/guardian will be informed.
- Ottawa Public Health will be notified if necessary.
- The child will be asked to remain in self isolation for 14 days from the first symptoms or 24 hours after the symptoms have fully resolved, and the staff member who was monitoring the individual will be closely monitored for any symptoms.

### Management of Suspected COVID 19 child or Staff

- Symptomatic child(ren) and staff will be immediately separated from others in a supervised area until they are able to leave the preschool
- Parent/guardian will be notified to come pick up the child as soon as possible
- Staff, where possible, should maintain a distance of at least 2 meters while supervising the ill child. Appropriate PPE will be worn by the staff member supervising the child. The staff will properly discard PPE and perform hand hygiene after the child has left. If tolerated and the child is over age 2, the child should wear a mask.
- After the symptomatic child/staff leaves, the area where they were will be cleaned and disinfected.
- All items used by the sick person will be disinfected. Anything that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days.
- Inform parents of other children in the center that a child has developed a symptom and has been sent home pending testing and further assessment is needed. Ask parents to monitor the health of their child and to notify the childcare provider if their child develops symptoms. As long as children remain symptom-free, they can continue to attend.
- Any staff member who develops symptoms during a shift must be separated from others, wash their hands and put on a mask until they're able to leave. We will refer to OPH's Management of Symptomatic Staff Flowchart to determine the next steps.
- Staff who report feeling unwell before work must stay home and refer to the above mentioned flowchart for next steps.
- Contact the OPH Outbreak Reporting Line for further guidance

# **Parent Handbook Contract**

I \_\_\_\_\_ acknowledge that I have read and understand all of the policies, procedures and philosophies as stated in the Ganon Preschool Parent Handbook.

I \_\_\_\_\_ have read and understood all of the COVID 19 policies and protocols and by signing this I have agreed to the new guidelines put into place to ensure the safety of the children.

By signing this agreement, we are accepting the stated information enclosed. We are also accepting our responsibilities as parents within the preschool to respect and uphold the policies within the boundaries stated.

\_\_\_\_\_  
*Parent's Signature(s)*

\_\_\_\_\_  
*Date*