MILES NADAL JCC
EARLY CHILDHOOD DEPARTMENT
PARENT HANDBOOK

LIBBIE COWAN CHILDCARE CENTRE

THOMAS & MARJORIE SCHWARTZ PRESCHOOL CENTRE

AFTER SCHOOL PROGRAM

SUMMER JCAMP

Revised November 17, 2026

Miles Nadal JCC
Downtown Toronto

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MISSION STATEMENT

OUR MISSION → The MNjcc is a place to belong—a vibrant hub where people connect, learn, and grow. We foster inclusivity, creativity, and dialogue through dynamic programs and welcoming spaces. Leading with intention, we strengthen community.

OUR VISION → A thriving Jewish community centre built into the fabric of downtown Toronto's diverse cultural life.

OUR VALUES → These are the values that guide the MNjcc they are universally honoured and are a part of Jewish history, teachings and Peoplehood.

- Ha'chnasat Orchim | Welcoming Guests: We welcome all with respect and warmth, providing familiarity and meaning - where everyone is named, noticed and known.
- Kavanah | Intention: We strive for excellence in all we do, ensuring programs, experiences and spaces inspire, engage and make lasting impact.
- Kehilla | Community: We create a vibrant, barrier-free hub for shared experiences and belonging across generations and backgrounds.
- Tikkun Olam | Repairing the World: We embrace our responsibility to care for the community, fostering collaboration, compassion and impactful change.
- L'Dor Vador | From Generation to Generation: We honour Jewish culture, leaning on our history to embrace innovation and share our future.

NO SILENCE ON RACE - The MNjcc has signed on to No Silence on Race: an open letter challenging Jewish institutions to commit to anti-racism, written and endorsed by a broad coalition of Jewish people of colour. We welcome this call to action. Jewish tradition teaches us that the pursuit of justice is sacred and active work. Work that requires reflection and commitment. Work that is never done. Jewish history and experience create within us a burning desire to root out racism in all its forms so that all people will know freedom and equality. Over the course of more than 65 years in the heart of downtown Toronto, the Miles Nadal JCC has created a community guided by the Jewish values of embracing diversity and welcoming all. We regard the diversity of our community as a source of strength and richness. We strive to be a Centre where our community may be their full selves and where we work actively against all forms of discrimination and hate, including anti-Black racism, anti-Semitism, Islamophobia, homophobia, transphobia, sexism, ableism, and xenophobia. And yet, we recognize that more work needs to be done. As much as the MNjcc serves as a destination for all people to live moments of joy, health, and values – it must be a place where action happens and where we address racism both within the Jewish community and in the broader society in which we live.

COMMITMENT TO ACCESSIBILITY & INCLUSION - Diversity and social inclusion are at the heart of what we do at the Miles Nadal JCC. We regard the diversity of our community as a source of strength and richness.

LGBTQ+ at the J - The MNjcc strives to be an LGBTQ+ Positive Space and is committed to welcoming, including, and embracing all members of the community. We seek to create and maintain a safe, welcoming, affirming, and inclusive environment for members of the MNjcc community of any gender or sexual identity, and a community that is free of discrimination and harassment based on gender expression and sexual orientation.

- We are committed to identifying, preventing, and removing barriers -- in our facilities, programs and services --as we work towards becoming a barrier-free JCC.
- We will ensure that diverse individuals and communities share in program development, have the opportunity to give feedback, are involved in decision-making processes, and have fair access to information and services.
- We are committed to providing an accessible employment environment.
- We are committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and aim to ensure that dignity, integration, and equality of opportunity are embedded in all aspects of JCC culture.

To learn more, please visit our website https://www.mnjcc.org/learn-about-the-j

ECE AT THE MNJCC

The ECE programs at the MNjcc are licensed annually by the Ontario Ministry of Education and meet or exceed all Child Care and Early Years Act (CCEYA) regulations, in addition to Toronto Public Health and Toronto Fire regulations.

Please feel free to ask for information on any standards of the CCEYA and the Ministry of Education. Licenses and inspection reports can be found on our bulletin boards in the TMPSC and LCCC hallways.

Although summer camps for ages over 4 are not required to be licensed by the Ministry of Education, we do maintain most Ministry regulations as they support an environment of safety and well-being.

Each licensed classroom has at minimum 1 RECE (Registered Early Childhood Educator) and 2 ECA (Early Childhood Assistant) staff.

Our programs are divided into the following areas:

- Libbie Cowan Childcare Centre for children ages 18 months-30 months (toddlers)
- The Thomas & Marjorie Schwartz Preschool Centre for children ages 2.5-4 years
- After School and Schools' Out for children ages 4-10 years
- JCamp for children ages 2.5-10

Ratios for our programs are as follows:
Toddlers 1:5
Preschool 1:8
JK 1:13
After School 1:15

Note that there are times in the day that the programs may utilize reduced ratios:
During the first 90 minutes of program opening (7:30 am - 9:00 am)
During the last 60 minutes before program closing (4:30 pm - 5:30 pm)
During the 2-hour mid-day rest period following lunchtime (12:30 – 2:30 pm)
Ratios will never be reduced while the children are on trips (where applicable) or while on the playground.

OUR DAYS AND HOURS OF OPERATION

The MNjcc is located in a Jewish community centre. There are early closings the day before any Jewish holiday closures. The full schedule for the school year can be found on the school calendar sent home each year. The calendars are subject to change and parents will be informed.

Childcare operates on a year-round basis. The Childcare will be closed on Rosh Hashanah, Yom Kippur, the week between December 25 and January 2, Family Day Monday, and the Tuesday following Family Day, the first 2 days of Passover (if they fall on weekdays), the last week in August and all statutory and civic holidays.

Preschool runs from September to June, beginning the day after Labour Day (with some exceptions) and ends the third week of June. We are closed for the Jewish holidays of Rosh Hashanah, Yom Kippur and the week of Passover. We are closed on all statutory holidays, two-week winter break, Family Day Monday, and the Tuesday following Family Day. During July and August, the TMSPC space becomes JCamp.

The before and after school programs, including both Primary/Junior School Age and Kindergarten programs, operate from September to June (following the school calendar) and are closed for Rosh Hashanah, Yom Kippur, the first 2 days of Passover (if they fall on weekdays), and all statutory holidays. Schools Out and school age PA days run throughout the year.

There will be two Professional Development Days during the year, usually in November and in February following the Family Day weekend.

Summer JCamp operates in July and August and is closed on the Civic Holidays. We do not offer licensed kindergarten or primary/junior school age summer care during the summer months, and summer camp is unlicensed for children over the age of 4.

Our Hours of Operation Are:

Libbie Cowan Childcare Centre (LCCC)
Toddlers 18 months to 30 months | 7:30 am – 5:30 pm

Thomas & Marjorie Schwartz Preschool Centre (TMSPC)
Preschoolers 2 ½ to 4 years (by December 31st) | 8:00 am – 5:30 pm including instructional time between 9:00 am – 3:45 pm

After School/Schools Out/PA Days (School Age)

Grades Junior Kindergarten–Grade 6 | 3:00 pm – 5:30 pm and full day when applicable.
Staff pick up children from surrounding schools and Paul Penna Downtown Jewish Day School (co-located in the MNjcc) during the school year for the after school program.

Summer JCamp (2.5-10 years)
MINIS ► AGES 2 ½ - 3 - Licensed under the CCEYA and under the CWELCC program - 9:00 am – 4:00 pm including before care 8:00 am – 9:00 am and aftercare 4:00 pm – 5:30 pm.
FRESHIES ► AGE 4-5 SOPHOMORES ► AGES 6-7 JUNIORS ► AGES 8-9 SENIORS ► 10-12 – unlicensed summer recreational program not covered by the CCEYA and not under the CWELCC program - 9:00 am – 4:00 pm, JCamp Extended Care for Freshies, Sophomores, Juniors and Seniors 8:00 am – 9:00 am and 4:00 pm – 5:30 pm.
JCamp extended care is only offered to children who have been registered in the program; we cannot offer drop-in or daily registration. Exact dates will be posted when registration opens each year. There is no camp on Canada Day or August Civic Holiday.
JCamp Before Care: Campers can be dropped off at any time within the hour. If your camper is not registered in before care, you may not drop them off before 9:00 am.
JCamp After Care: Campers can be picked up at any time within the camp after care hours. If your camper is not registered in after care, you must pick them up at 4:00 pm, the end of the camp day. Late fees will be charged for any late pick-ups.

CONTACTS

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OUR PHILOSOPHY

At the Miles Nadal JCC Early Childhood department, we understand that choosing the right early childhood experience for your child is one of the most important decisions parents make. What happens in a child's life in these early years can positively or negatively affect healthy development. We want to assure you that your child's well-being and education are extremely important to us as well. The MNjcc offers a warm, welcoming, and conveniently well-located place for your children to spend their day laughing and learning. The ECE programs at the MNjcc are open to children and families from all faiths and cultures.

Our program is child-directed, therefore demonstrating to children that they are an important part of our world. Children learn best through their own hands-on experiences. Our educators foster a learn-through-play environment where children are offered endless opportunities to play productively. Educators offer guidance and assistance when necessary to ensure that children are gaining all that is possible through their activities and experiences. Curiosity will be stimulated while we guide children to be empathetic, moral beings.

Seven Core Elements of Sheva

The Miles Nadal JCC ECE programs are part of the Sheva Learning Community supported by the Jewish Community Centre Association of North America. The Sheva framework promotes a dynamic vision of excellence in Jewish early childhood education in partnership with JCC's across North America. The Sheva Early Learning Framework is coherent with the culture and teachings of Judaism in everyday life, values and principles. The Jewish lenses serve as a tool, a prism through which we overlay our traditions, our study, and our Jewish philosophy. The core elements are the fundamental components of our early childhood programs and are deeply rooted in the latest research on child development.

These lenses articulate our approach to our work. They inspire as much as they inform. Ideally, they are manifested daily in our centre: in the ways in which we structure our time, our curricula, and our classrooms; the quality of our relationships with our students, our faculty, our academic partner institutions; and the partnerships we forge with the families in our communities. They improve and sharpen our vision and enable us to see our world more clearly and in a particularly focused way. Judaism is not exclusively a matter of the "what" or "when" in the world of ritual and faith but includes the deeper matters of the "how" and "why" of the totality of our lives and our relationships to the world as a whole. It welcomes diversity, inclusion, reflection, and innovation. There is a Hebrew word that captures the essence of each lens, a literal translation of the Hebrew, and a more interpretive word or phrase, which illuminates our understanding of the core value within each category. Although Sheva is based on Jewish lenses, the values that they portray are universal and inclusive to all.

Using the Ontario Ministry of Education's "Early Learning for Every Child Today" (ELECT) in conjunction with the Sheva Framework, our programs meet and exceed Ministry requirements for curriculum planning and implementation.

The Seven Core Elements of Sheva Are:

- Children as Constructivist Learners
- Early Childhood Directors as Visionaries
- Early Childhood Educators as Professionals
- Families as Engaged Partners
- Environments as Inspiration for Inquiry
- Discover CATCH (Coordinated Approach to Child Health) as Sh'mirat HaGuf (taking care of our bodies)
- Israel as a Source and Resource

The Seven Lenses are:

MASA/JOURNEY Reflection, Return, & Renewal - Reflecting on the past allows us to appreciate the lessons learned and move forward in meaningful ways. We always say that it's not the end result that matters, but more so the journey along the way.

BRIT/COVENANT Belonging & Commitment - Everyone in our ECE community and JCC has a shared vision for excellence. We believe in creating an environment that fosters strong community, shared values, and opportunities for all.

HITORERUT/AWAKENING Amazement & Gratitude - Seeing the world through the eyes of the children allows educators to plan engaging and meaningful learning experiences.

K'DUSHAH/HOLINESS Intentionality & Presence- We listen to the children during their play and through their interactions with others. We give them opportunities to express their thoughts and feelings. We plan with intention and make time for special moments to share and learn together, such as during Shabbat.

DRASH/INTERPRETATION Inquiry, Dialogue & Transmission - We all have a voice and experiences both shared and independent of one another. Being thoughtful and intentional in our engagement with others and being open to new ideas allows for collaboration and teamwork.

TZELEM ELOKIM/DIVINE IMAGE Dignity & Potential - The image of the child as capable and competent and rich in potential is a core element in the ELECT, Sheva and Reggio frameworks. Children, families and educators are viewed as equals, respected as individuals, and valued.

TIKKUN OLAM/REPAIR OF THE WORLD Responsibility - Being generous and kind allows us to create healthy relationships with people and the world around us. Even small tokens of kindness make a big difference in someone's life. By looking at the world and how we fit into it, we can find ways to connect and build on shared experiences.

Weekly Suzuki Early Childhood Education Music Classes
The Suzuki philosophy compliments our beliefs of what a successful learning environment should be, and we are pleased to bring it to our children! This class develops the children's rhythmic and melodic awareness in addition to memory and social skills. The curriculum is built around a repertoire of lullabies, action songs, and nursery rhymes for children ages 18 months to five years old. With a strong emphasis on a positive and nurturing approach to learning music, the classes will be a wonderful beginning to a child's appreciation of music. Children will learn skills that will benefit them in all aspects of their life such as confidence, self-regulation, listening, mental focus, memory, increased vocabulary, language, socially acceptable behaviour, sensitivity, and numeracy development – all while having a blast! Classes will be taught by a registered Suzuki Early Childhood Education instructor.

Hebrew Engagement Program
Our Hebrew Engagement program uses the Jewish calendar to teach the children about the holidays and special dates, general vocabulary, colours, numbers, and letters in a fun and interactive way. This is included in our childcare and preschool programs.

Annual Early Childhood Gallery Exhibit
Each spring, our ECE department puts together an art exhibit in The Etta and Frank Jacobs' Hospitality Lounge on the main floor of the Miles Nadal JCC. The exhibit showcases amazing projects our classrooms create based on a particular theme chosen for that year. The ideas for these projects stem from the children's initial interests and then carry on over several months. Activities are implemented in all classroom areas: art, science, language, and motor, cognitive, and social skills. The children are actively engaged and expanding on their knowledge through these daily experiences using ELECT, Reggio, and the Sheva Framework to guide them through the process. We invite parents to see the amazing work all of our students work on over several months. The children's artwork, documentation, and any photos of the children are displayed in the lounge for viewing. Everything is kept as a surprise to parents until April of each year when the exhibit is up in the lounge.

And just for our 4-year-olds!
In addition to our weekly music class, our 4-year-old children will receive a weekly Suzuki music class with a focus on playing the violin! We will work on basic posture, coordination, and listening skills, working on and off their self-made instruments, and moving to real violins. Throughout the year, the class will focus on mastering the Suzuki Twinkle variations. In addition, our 4-year-olds are provided with extra focused literacy and numeracy enhancements to help prepare them for school.

ADDED VALUE AT THE MILES NADAL JCC

Effective September 1, 2026 - Families will receive 50% off a fitness membership at the J! This discounted membership price will continue while the child is enrolled in the Childcare and Preschool programs. If you are already a Fitness member, this new price will go into effect on September 1, 2026. Please contact membership@mnjcc.org for information or to set up a tour!

OUR STAFF

All of our educators at the MNjcc early childhood program are experienced, passionate, warm, and nurturing. Their strong commitment to professionalism reflects their belief in our centre's philosophy and program statement. Our educators encourage each child's positive image and guide them to develop problem-solving, time management, self-help, and social skills. Our staff have been carefully selected because of their experience and love of children.

- All staff are certified in Standard First Aid CPR-C
- All staff have completed Vulnerable Sector Screening Checks along with personal reference checks
- Staff go through ongoing professional training to ensure that they are prepared with thorough knowledge of all policies, procedures, pedagogies, curriculum planning, and best practices.
- All RECE staff are registered with the College of Early Childhood Educators and possess at least a diploma in Early Childhood Education. They are required to ensure that they keep their annual membership in good standing as part of their ability to maintain employment with the centre and allow them the ability to use the title of "RECE" and "ECE". For information, please visit https://www.college-ece.ca/

A COMMITMENT TO CONTINUOUS IMPROVEMENT

All new staff, students, and volunteers are required to review the program statement prior to interaction with children in our care, and any time the program statement is updated. All staff are required to review the program statement annually. This will be accomplished at a year-end all staff team meeting which provides an opportunity to reflect on the successes and challenges of the past year and to set goals for the upcoming year.

PROGRAM STATEMENT

OUR MISSION

It is our belief that every child has the right to an early education. We welcome children of all backgrounds and celebrate diversity. We believe that children, families and staff are capable, competent, curious and rich in potential. We are committed to collaborating with children, their families and with each other as educators to create high- quality early learning and care environments that take a strengths-based approach to learning and development in which children, parents and educators are co-learners.

How Does Learning Happen?

Using the framework articulated in How Does Learning Happen? Ontario's pedagogy for the early years, our centre will support the children to achieve the following **goals** and will meet the **expectations** for our programs building on the four **foundations** for healthy growth and development.

Foundations	Goals for Children	Expectations for Programs
Belonging	Every child has a sense of belonging when they are connected to others and contributes to their world.	Cultivate respectful relationships and connections to create a sense of belonging among and between children, adults and the world around them.
Well-Being	Every child is developing a sense of self and health and wellbeing.	Nurture children's healthy development and support their growing sense of self.
Engagement	Every child is an active and engaged learner who explores the world with their senses, bodies and minds.	Provide environments and experiences to engage children in active, creative, and meaningful exploration and learning.
Expression	Every child is a capable communicator who is able to express themselves in many ways.	Foster communication and expression in all forms.

OVERARCHING STRATEGIES

Our centre has worked to incorporate and embed the Early Learning for Every Child Today (ELECT) principles, along with the provincial pedagogy for early learning, to strengthen the quality of our programs and ensure high-quality experiences that promote the health, safety, nutrition and well-being of children.

1) Promote the health, safety and well-being of young children, families and educators.

You will see:

- Photographs and names of all the staff posted;
- Well organized environments, with lots of materials that are easily accessible to the children – the children don't have to ask for everything that they need;
- A process to sign your child in and out of the program, to ensure they are safely supervised;
- Morning and afternoon snacks and lunches that are healthy, dairy menus, that follow Canada's Food Guide;
- Children and staff washing their hands frequently throughout the day to promote good hygiene and to reduce the spread of illness;
- Water is available to the children throughout the day;
- At meal times, educators sit and eat with the children and there is lots of conversation;
- Children serve themselves as much as they are capable of and are encouraged but never forced to try new foods;
- Lots of opportunities for gross motor play and outdoor play; children are encouraged to use their entire bodies to explore the world;
- Children will be reminded when necessary to walk indoors to avoid any accidental falls;
- Positive language that emphasizes accomplishment and effort;
- The centre is kept clean throughout the day, and is professionally cleaned on a nightly basis;
- All staff and parents will have an access card to the school area;
- All visitors are required to register at the Information Desk. If the visitor does not have an access key, the Director or classroom teacher will be contacted to ensure that the visitor is welcome to enter the school area;
- Based on current research related to children and screen time, there are no televisions, or video games in the programs for the children. Classrooms do have tablets used by the teachers for observing and documenting children's learning. The staff may assist children to look up information on the internet to expand or enhance their play and learning; and
- Educators follow the health and safety guidelines set out by the Ministry of Education, the City of Toronto Health Department and the City of Toronto Children's Services Division.

Healthy Food and Active Play Make a Difference

Additionally, opportunities for rest and a balance between active and more reflective play are strategies that will be implemented to support positive interactions and facilitate healthy development. Our gym is available most days for gross motor activities if the weather is either too hot or too cold.

2) Support positive and responsive interactions between educators, children and families.

You will see:

- During the process to enroll your child at our centre, the director or designate will provide you with a tour of our facility, introduce you and your child to the educators, and compile information about your child's specific needs, likes and dislikes, and what comforts your child. This will allow staff to begin to build an understanding of your child's individual needs;
- Educators who greet and welcome you and your child upon arrival at the program;
- Educators using calm voices and at the child's level for face- to-face interactions; and
- Parents and educators talking together, sharing information and knowledge about each child.

Strategies to Support and Strengthen Positive Interactions

Positive interactions are encouraged and supported by the development of enriched environments where all children belong and where there are a range of interesting, intriguing and developmentally appropriate activity options to engage children. Educators are reflective practitioners whose knowledge and understanding of the individual children and child development supports positive behaviours on the part of children, educators and families. The focus on the positive is a key component of our affirming approach.

Questions educators ask themselves:

- How do I engage with children in a way that builds on their strengths as opposed to identifying what they are doing "wrong"?
- Am I learning too? How do I respond when a child asks me something that I don't know? Do I redirect the child to something else or do I respond: "Let's find out together!"?
- Am I moving away from viewing play as just something children do and moving towards viewing play as intentional and inquiry based; a way for children to express themselves in multiple ways?
- Am I having fun? Is at least a part of each day filled with a shared sense of joy that is the wonder of new learning for me and the children with whom I engage? What are the clues that demonstrate that I am engaged and interested in what I am doing?

Supporting Children to Manage their Behaviour

Children benefit socially, emotionally and physically from our positive approach. Educators focus on helping the children understand their feelings and emotions and provide support to help children regulate their behaviour. We adhere to the CCEYA mandate for positive behaviour management strategies. These are further elaborated in this document under the Behaviour Guidance Policy.
The following are unacceptable behaviour management strategies and are not permitted at any time under any circumstances:

- Corporal punishment of the child;
- 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;
- 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;
- 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; depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including asking children to eat or drink against their will.
- sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007)

In the event of any violation of the behaviour management expectations as described above, educators and/or staff will be subject to the Progressive Discipline Policy of the MNjcc.

3) Encourage and enable children to interact and communicate in a myriad of ways with each other, with educators and with their communities.

You will see:

Many different ways for children to communicate their ideas, thoughts and feelings including:

- Painting, drawing, modelling with clay, modelling clay/dough and other art and creative / sensory materials;
- Telling or writing stories;
- Singing;
- Dancing;
- Talking with educators;
- Talking with other children;
- Building with blocks and other building materials;
- Conducting experiments;
- Solving problems; and
- Visiting other parts of the MNjcc and be visited by people employed in different parts of the MNjcc to encourage a sense of belonging in the community.

4) Foster exploration and inquiry that is play-based. Evidence from diverse fields of study tells us that when children are playing, they are learning.

You will see:

- Children making sense of the world around them through play;
- Play that is supported by caring adults in environments with materials, space and time that encourage complex thinking and aid children to gain essential skills. These skills include: creative problem-solving, learning to get along with others, coping with challenges, overcoming obstacles, and learning to focus their attention. These are foundational activities that promote the development of literacy, numeracy and other important life skills.

<u>Supporting Healthy Development and Learning</u>

At the MNjcc each child's specific strengths, needs and developmental goals are identified. Educators set goals through individual attention, inquiry play-based learning activities, and positive learning environments in which each child's learning and development is supported. Educators focus on children's social, emotional, physical, creative, and cognitive development in a holistic way. This approach will be strengthened by:

- Preparing the environment to foster learning and development;
- Building on the children's ideas, questions and theories as observed in play;
- A collaborative approach that incorporates discussion amongst team members about how to support deeper exploration; and
- Inviting and engaging others in the continuing process of program development including parents, the children themselves and other community partners including, but not limited to, educators within the school system.

Children learn through exploration, play, and inquiry with the educators as co-learners. Educators have thoughtful exchanges with children, which encourages them to interact and communicate in a positive way, and promotes their ability to self-regulate. We use children's portfolios, learning stories, pictures and other pedagogical documentation of children's activities on an ongoing basis to study, interpret, make visible, and help inform children's learning and development, as well as the overall program.

5) Provide both child-initiated and adult-supported experiences to foster development.

You will see:

- Times when the child takes the lead in planning the activity and times when the educator builds on observation to develop and implement activities that support each child to stretch his/her skills and abilities.
- Weekly program plans posted with a variety of planned activities, that will be added to throughout the week as the children expand on the activities or move forward in new directions;
- The number of transitions during the day are limited; children do not spend a lot of time lining up or waiting for activities to take place.

6) Provide many opportunities for a range of experiences that support each child's learning and development.

You will see:

- Children actively engaged in activities, usually in small groups;
- Children and staff are smiling, laughing and having fun; playing and learning together;

- Educators observing children and documenting to build on the children's experiences;
- Educators discussing the documentation with the children;
- A focus on learning through play with educators encouraging and supporting questions, answers and problem solving on the part of the children.

7) A range of different experience modalities including indoor and outdoor play, active play, quiet play, rest and quiet time considering the individual needs of children

You will see:

- Well stocked toy shelves and creative materials available to the children;
- Quiet comfortable spaces for reading or quiet individual activities or rest;
- Children engaged in a range of different activities throughout the day;
- Children taking the lead; actively shaping their play;
- Educators listen and learn from the children as much as the children listen and learn from them;
- Educators encouraging children to explore nature and their natural environments;
- Children will be offered the opportunity to swim in our MNjcc pool at least 1 time per week;
- Children have use of the two outdoor playgrounds 2 hours per day to encourage physical fitness;
- During inclement weather, children will have access to the gymnasium or other appropriate spaces;
- Quiet activities provided for children who do not require a nap during rest times.

8) Foster engagement of and ongoing communication with parents about the program and their children.

You will see:

- Educators seek out opportunities to talk with parents without ignoring the needs of the children;
- Daily information will be provided using the Kaymbu parent communication app by the educators for parents;
- Educators assessing each child's development with the results being shared with parents;
- Opportunities, both planned and informal for parents and educators to share ideas about how best to support each child;
- Accident/incident reports completed if your child has an accident to provide you with information as required.

Parents as Partners

Educators foster engagement and ongoing communications with families regarding the program and their children. We strive to build positive and responsive relationships with children and their families. We recognize and value each family for their unique strengths, perspectives and contributions to our program. Families are encouraged to participate in our program; we are partners in supporting the development of healthy, happy, capable and competent children.

A strong, respectful and equitable relationship with parents is key to our ability to fully engage as co-learners with the children and with their families. To this end, we seek out ways to engage parents in a way that meets their needs and builds on strengths while respecting the challenges that face families including long commutes, time pressures and the busyness inherent in raising a family.

Strategies include but are not limited to:

- An "open door" policy that welcomes parents to drop off and pick up at the times that work best for their family within the hours that the centre is open and allows them to drop-in to observe whenever convenient for the parent;
- We will not prohibit a parent from having access to their child or accessing the premises when their child is in care unless there are reasonable grounds to believe that the parent does not have a legal right of access; if the parent could be dangerous to the child; or the parent is behaving in a disruptive way;
- Informal discussions on a daily basis;
- Posted documentation of activities, interactions and engagement;
- Parent/educator (and sometimes child) interviews;
- Sharing resources and materials about community supports and activities;
- Inviting parent participation in the development of curriculum;
- Inviting and encouraging parents to participate directly in the day to day activities of the centre;
- Social and open house activities;
- Ongoing communication via the Kaymbu app;
- Explanation of celebrated holidays through songs, rituals and celebrations;
- Family/parent events scheduled two times per year and;
- Using technology to help families participate when appropriate.

Key ideas and messages we share with parents:

- Our program is play and inquiry based because research tells us that this is how children learn best. A play-based program provides the kinds of opportunities that children need to be fully engaged and to learn how to express themselves in many different ways. We will be sharing our learning with and about your children in many different ways;
- Educators will inform parents of the developmentally appropriate goals for your children and what we will be doing to support your child to support the achievement of these goals;
- Educators will work closely with parents to determine what they feel is important that they know about their child to support their well-being and;
- We will find ways to support your engagement with our program so that you feel that you belong.

9) Actively engage with community partners and provide opportunities for the children and families to develop close connections with a range of community supports.

You will see:

- Parents are welcomed and are encouraged to drop in when and if they have time to do so;
- Visiting other rooms/people in our community centre for gym, music and other one-off events;
- Use of community partners as a resource and support to families, children and staff.

10) Strengthen the capacity of educators to collaborate effectively with children, families and their colleagues through the provision of ongoing opportunities for continuous professional learning.

You will see:

- Staff encouraged and supported to attend professional development;
- Registered Early Childhood Educators (RECE) are required by their membership in the College of Early Childhood Educators (CECE) to commit to their own ongoing professional learning;
- New ideas and strategies to support children's development introduced throughout the program;
- Materials and research shared with parents; and
- Program based on ELECT, How Does Learning Happen? and Sheva (a JCCA-inspired framework)

Continuous Professional Learning for Educators

Our early learning and childcare centres are environments that support educators, and others who interact with children, to continually self-reflect, have discussions, foster ongoing collaboration, and engage in continuous professional learning, in order to provide the best possible learning environment for children. Staff are provided with mandatory health and safety related training sessions, such as Standard First Aid and Infant Child CPR, Occupational Health and Safety training, Anti-Violence and Harassment and Anti-Racism, and WHIMIS.

In addition,

- Staff are encouraged to participate in up to three personal professional learning opportunities each year, based on their performance management learning goals;
- Staff have scheduled planning time each week;
- Staff meet together to share ideas and information and to develop programs;
- Staff are encouraged and supported to participate in community networks or committees; and
- RECEs are required to participate in the College of Early Childhood Educators Continuous Professional Learning (CPL) program.

10) Use many methods to document and review the experiences of the children and the educators in order to:

- Provide an ongoing record of development;
- Tools to enable educators to reflect on the impact of their activities and strategies; and
- A visual and oral record that enables parents to review and explore the developmental trajectory of their child.

You will see:

- Documentation posted on the walls that tells and shows you what the children are doing;
- Different methods of recording observations about what the children are accomplishing.

The ECE program at the MNjcc is licensed by the Ministry of Education. We are enrolled in the Canada-wide Early Learning Child Care System.

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. Whenever changes are made to the Parent Handbook, it will be updated on our website and will be emailed to parents.

APPLICATION AND ENROLLMENT PROCESS

Initial Visit - All prospective TMSPC and LCCC parents are welcome to book a tour and visit our Centre. During your tour, you will view the classrooms, meet some of the teaching faculty and discuss our Early Childhood Department core values and our philosophy of education. We encourage you to tell us about your family and child as we take this opportunity to highlight our facility and faculty. When you have decided that you may want to send your child to one of our programs, please visit our website https://www.mnjcc.org/children-families.

Please make sure that it is your child who is added to the waitlist and not yourself. We only accept the names of children who have been born for our waitlist. Please do not place your child on the waitlist until they have been born. There is no fee to add your child to the waitlist.

Procedures To Place Your Child on the ECE Waitlist
To place your child on our waitlist (toddler and preschool), please navigate to our online portal **https://mnjcc.my.site.com/s/** and log in or create an account.

Once you are logged in and have an active account,
1. Click the 'My Account Summary' button
2. Navigate to the 'My Household' component on the right side of the page
3. Click Create a New Contact to create a record for your child who is old enough for either the LCCC or TMPS programs - only fill in First Name, Last Name and birthdate
4. Click 'Save'

NEXT **from the 'My Account Summary' page*
1. Scroll down to ECE Waitlist Links on the lower right side of the page (you may need to click refresh to see your newly added children here)
2. Click the waitlist link for your child
3. Fill in the Form with all the required information
4. You will get a thank you message with additional information to confirm your child has been added
5. Close tab

Note: you will still see a waitlist link available on the My Account Summary page as long as there are eligible children within your household. Please do not add your child multiple times.

For Toddlers: Annually, spots for each September will be offered in the fall of the previous year. If any current families miss the deadlines, they will be added to the priority waitlist. Deadlines for submitting applications and registration fees will be explained during registration. For new families on the waitlist, once a spot becomes available, you will be contacted. Spaces will be offered first to those with priority. At that time, you will be given 48 hours to decide if you would like to accept the spot. After the deadline, spaces will be open to the community and waitlist. If you do decide to send your child, a registration fee is due with the application and the signed financial contract. This process guarantees a spot in our program. The registration fee will be used towards your first month's payment. It is possible for toddler spots to open at other times of the year, and parents on the waitlist will be contacted when this happens.

As of September 2027, toddlers remaining in the program for a second year will be required to re-register in advance. A re-registration fee will be paid at that time, and this fee will apply to the first month's tuition the following September to hold your child's space. When your child starts in September, tuition charges will begin for the period from October to August. Depending on the status of the program, they may either remain in their current toddler classroom or move to a senior toddler classroom depending on our enrollment as numbers and classroom allocations can change annually. Information will be sent to families as early as possible regarding any changes to classroom placement if applicable. Returning toddlers will apply for preschool when eligible to move up the following September. For toddlers moving to preschool, registration in the preschool program is required to ensure a space.

Transition from Toddler to Preschool: Toddlers not eligible for preschool in September due to their age (not 2.5 by September) will remain in the toddler room for a second year. Re-enrollment will be required as noted in the previous paragraph. While we assume your child will remain in the program, we will need confirmation with re-registration. When registration opens, a deadline will be provided. Should you miss the deadline and spots are full, your child can be added to a priority waitlist at your request. It is not always possible for toddlers to move up mid-year as Preschool would likely be full well in advance of the new school year. However, changes can happen and if a spot becomes available, we will contact toddler families to discuss their child moving to preschool.

While the Libbie Cowan Childcare Centre (toddlers) operates 12 months of the year, we strongly encourage toddlers turning 3 years by the first day of camp of that year to register for our JCamp for July and August. This is more age-appropriate and a nice way to transition to preschool. More information can be provided once JCamp registration opens and we are happy to answer any questions about this.

For Preschoolers: The program operates September through June. Annually, spots for each September will open in the fall of the previous year you want your child to attend. For children currently enrolled and staying for the next school year, you **must** re-register each year to guarantee your spot. Spaces will be offered first to those with priority. Deadlines for submitting applications and registration fees will be explained during registration. After the deadline, spaces will be open to the community and waitlist. If any current families miss the deadlines, they will be added to the priority waitlist. Preschool children remain in their classes for the full school year.

During July and August, Preschool children can register to attend JCamp. For new families on the waitlist, once a spot becomes available, you will be contacted. Spaces will be offered first to those with priority. At that time, you will be given 48 hours to decide if you would like to accept the spot. If

you do decide to send your child, a registration fee is due with the application and the signed financial contract. It is possible for preschool spots to open at other times of the year, and parents on the waitlist will be contacted when this happens.

Registration for Schools Out and JCamps will continue in Amila until December and then merge to Salesforce in January 2027. Parents will only need to create new community portal login credentials if they haven't already done so.

Schools Out and After School: Applications will be sent out in the spring for the upcoming September you want your child to begin. Spots will be offered on a first-come, first-serve basis with receipt of completed application forms and registration fee.

Pick-up from School (Not needed for PPDJDS and Non-Base fee for grades 1-6 Afterschool)
This service is offered as an additional option to the main After School Program and is required for families who need school pick-up from eligible public or nearby private schools. Under this program, our staff will meet your child (along with other enrolled participants) at their school in a designated pick-up area each afternoon. Children will then be escorted as a group on foot to the Miles Nadal JCC.

School pick-up service is currently available for students attending the following schools:
•Huron St Public School
•Lord Lansdowne Public School
•Da Vinci Alternative Public School

If your child does not attend one of the above schools and you would like them to attend our After School program, please contact our JCamp and After School Programming team.

JCAMP: Information will be shared internally with all currently enrolled families first, via email and Kaymbu, then will open to the public after the priority registration period is over. Registration dates and information can change annually. Parents are encouraged to sign up for the Pulse newsletter and MNjcc social media platforms to stay informed.

MNJCC WAITLIST POLICY

The Thomas & Marjorie Schwartz Preschool Centre and the Libbie Cowan Childcare Centre hope to be able to offer spots to all those that apply. Unfortunately, due to Ministry restrictions on numbers and room sizes, this is not always possible.

We only accept the names of children who have been born for our waitlist. Please do not place your child on the waitlist until they have been born. There is no fee to add your child to the waitlist.

Spaces in TMSPC and LCCC are offered in sequence of place on the list. Consideration is also given by age of children on the waitlist when spaces open, along with when they would like to start in our program. While we appreciate knowing when you would like your child to start, we cannot guarantee that we will have space that is preferred. The exception to this would be for children who are offered priority for the spot. These include:

1. siblings of currently enrolled* children
2. siblings of alumni* children
3. children of MNjcc employees

**(Libbie Cowan Childcare Centre, Thomas & Marjorie Schwartz Preschool Centre and Paul Penna DJDS)*

Once it is determined that there is an available space, parents/guardians will be contacted to register and submit a registration fee. Registration fees are required upon receipt of the application and are non-refundable and non-transferable. Please refer to the application and enrollment process for more detailed information.

Any inquiries about our programs will be kept confidential. We will be unable to give you specific answers as to when and if a spot will be available or where your child is on the waitlist as the waitlist may change from time to time. We will not divulge any information of names or any personal information of children on our list or in attendance.

PROGRAM FEES, ADMISSION AND DISCHARGE POLICY

Canada-Wide Early Learning and Child Care (CWELCC) funding system
The Miles Nadal early childhood program has been a part of the Canada Wide Early Learning and Child Care (CWELCC) funding system since 2022. Our team has been working diligently to ensure that we can continue to provide a high level of service to our families while making early childhood education more affordable for our community.

The implementation of the CWELCC system is a five-year plan that includes improving affordability, enhancing quality, increasing childcare access, supporting inclusion, and supporting data reporting. The Province of Ontario has committed to implementing a system in stages:

- 2022: A fee reduction of up to 25% for eligible children retroactive to April 1, 2022
- 2023-24: A 52.75% fee reduction for eligible children
- 2025: Fee reduction to $22 per day
- 2026-2027: Working towards an average daily fee of $10.00 per child for eligible children. *daily fee depends on the Ministry of Education.

- 2027-2028: Working towards an average daily fee of $10.00 per child for eligible children. *daily fee depends on the Ministry of Education.

Who is eligible for a fee reduction in 2026 and 2027?
Any child enrolled in the Libbie Cowan Childcare Centre, the Thomas and Marjorie Schwartz Preschool Centre, and the MNjcc Afterschool Program at the MNjcc who is under six years old (or turning six) between January 1 and June 30, 2021.

How much is my reduction?
For the 2026 calendar year, it is reduced to an average of $22 per service day as defined by the CWELCC guidelines. Note: Some services/charges are not part of the fee reduction, such as late pickup fees, CIIF and access cards.

We are working with the city to ensure that we can continue to provide the highest level of education and care that we can deliver. We have signed onto the Canada Wide Early Learning Child Care (CWELCC) program in good faith, and we will continue to communicate with you should any changes arise.

We recognize that the rollout process, interpretation, and implications of joining the CWELCC System will have ramifications such as continued funding levels to ensure current service levels, supporting staff and other costs associated with the high quality our families expect.

If you would like more information about the CWELCC system, please visit the Canada-Ontario early years and child care agreement website:
https://www.ontario.ca/page/canada-ontario-early-years-andchild-care-agreement.

Base Fees vs Non-Base Fees
The Ministry of Education of Ontario defines Base fees as:
any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under this Regulation or anything a licensee requires the parent to purchase from the licensee, but does not include a non-base fee;
and non-base fees as

- *any fees charged for optional items or optional services, such as transportation or field trips, or*

any fees charged pursuant to an agreement between the parent and the licensee in respect of circumstances where the parent fails to meet the terms of the agreement, such as,

- *fees for picking up a child late, and*
- *fees to obtain items that the parent agreed to provide for their child but failed to provide;*

Base Fees are covered by CWELCC and are reduced, non-base fees are not covered and will not be reduced. Please see the list of fees below as to what a base fee is and what is a non-base fee at the MNjcc

TMSPC FEES FOR 2026-2027
***A $500 deposit will be made at the time of registration and 10 monthly installments on the first day of the month from August of 2026 to May of 2027. Effective September 1, 2026, monthly billing takes place on the first of the month. Registration in Amilia for TMSPC and LCCC will continue until November, before migrating into Salesforce (with Traction Rec).**

	Full Price (Base Fee)	5% CIIF (Non-Base Fee)	Parents Pay*
TMPSC Program (8:00 am – 5:30 pm)	$4,708.00	$225.98	$4933.98
Monthly fee breakdown is available online			

FEE NOTES:

1. All payments are NON-REFUNDABLE and NON-TRANSFERABLE once you accept a spot in the program
2. Fees are paid by credit card on the Salesforce website via parent's accounts.
3. Program fees will be billed on the first day of the current month (starting with the first month of use).
4. One Full Calendar Month Notice is required for program withdrawal/cancellation. Notice given less than 30 days before the 1st of the month will result in a full month's tuition fee.
5. Fees are subject to additional 5% CIIF (Capital Improvement Fund (non-base fee) fee
6. Program fees cannot be prorated based on attendance or usage. There are no deductions in tuition for days absent due to illness, vacations, holidays, community/national emergencies due to weather, natural disasters or utility outages or other program closures.
7. If any charges to the credit card provided are declined upon processing for any reason whatsoever, the MNjcc will automatically charge a $40.00 (non-base fee) decline fee.
8. In the event that a declined payment is not paid within 30 days, the child will be subject to withdrawal from the Childcare Centre and any other programming and/or membership at the MNjcc unless alternative arrangements have been made with the Finance Department. Re-entry into the Childcare Centre will require payment in full of the outstanding balance.
9. Late fees will be charged, per child, to families who arrive late for pick up. Late fees are billed at $2 per minute (non-base fee) commencing at the child's designated pick-up time
10. The MNjcc reserves the right to change these conditions with 60 days' notice.

LCCC FEES FOR 2026-2027
An initial deposit of $500 is required on sign up. This payment will be used to pay for your child's final month of the program. Effective December 1, 2026, monthly billing takes place on the first of the month. Registration in Amilia for TMSPC and LCCC will continue until November, before migrating into Salesforce (with Traction Rec).

	Monthly Fees (Base Fee)	5% CIIF (Non-Base Fee)	Parents Pay*
LCCC (7:30 am – 5:30 pm)	$480.33	$24.02	$504.35

Monthly fee breakdown is available online

FEE NOTES:

1. All payments are NON-REFUNDABLE and NON-TRANSFERABLE once you accept a spot in the program
2. Fees are paid by credit card on the Amilia website via parent's accounts (until November 2026). Automatic monthly billing will continue after the migration to Salesforce, with no additional action needed.
3. Program fees will be billed on the first day of the current month (starting with the first month of use).
4. Fees are subject to additional 5% CIIF (Capital Improvement Fund (non-base fee)) fee
5. No deposit is required until you receive confirmation of a spot for your child(ren).
6. The deposit of 1 month's fee will be used towards your final month's payment.
7. You may cancel at any time and finish out the next month (already paid for with your deposit).
8. Program fees cannot be prorated based on attendance or usage. There are no deductions in tuition for days absent due to illness, vacations, holidays, community/national emergencies due to weather, natural disasters or utility outages or other program closures.
9. If any charges to the credit card provided are declined upon processing for any reason whatsoever, the MNjcc will automatically charge a $40.00 (non-base fee) decline fee.
10. In the event that a declined payment is not paid within 30 days, the child will be subject to withdrawal from the Childcare Centre and any other programming and/or membership at the MNjcc unless alternative arrangements have been made with the Finance Department. Re-entry into the Childcare Centre will require payment in full of the outstanding balance.
11. Late fees will be charged, per child, to families who arrive late for pick-up. Late fees are billed at $2 per minute (non-base fee) commencing at the child's designated pick-up time.
12. The MNjcc reserves the right to change these conditions with 60 days' notice.

TMSPC, LCCC Fee Processing 2027-28

Upon Registration: An initial registration fee of $500 is required at sign-up. This payment will be used to pay for your child's first month of the program. Effective September 1, 2026, monthly billing takes place on the first of the month. Registration in Amilia for everything below will continue until December, before migrating into Salesforce (with Traction Rec). All details will be carried over into Salesforce for January 2027 onwards.

TMSPC FEES

TMSPC Fee (Oct 2027 - June 2028):	Monthly Fee (Base Fee)	5% (CIIF Non-Base Fee)	Parent Pays Monthly*
	$479.60	$23.98	$503.58

FEE NOTES:

1. All payments are NON-REFUNDABLE and NON-TRANSFERABLE once you accept a spot in the program
2. Fees are paid by credit card on the Salesforce website via parent's accounts.
3. Program fees will be billed on the first day of the current month (starting with the first month of use).
4. One Full Calendar Month Notice is required for program withdrawal/cancellation. Notice given less than 30 days before the 1st of the month will result in a full month's tuition fee.
5. Fees are subject to additional 5% CIIF (Capital Improvement Fund (non-base fee) fee
6. Program fees cannot be prorated based on attendance or usage. There are no deductions in tuition for days absent due to illness, vacations, holidays, community/national emergencies due to weather, natural disasters or utility outages or other program closures.
7. If any charges to the credit card provided are declined upon processing for any reason whatsoever, the MNjcc will automatically charge a $40.00 (non-base fee) decline fee.
8. In the event that a declined payment is not paid within 30 days, the child will be subject to withdrawal from the Childcare Centre and any other programming and/or membership at the MNjcc unless alternative arrangements have been made with the Finance Department. Re-entry into the Childcare Centre will require payment in full of the outstanding balance.
9. Late fees will be charged, per child, to families who arrive late for pick up. Late fees are billed at $2 per minute (non-base fee) commencing at the child's designated pick-up time
10. The MNjcc reserves the right to change these conditions with 60 days' notice.

LCCC FEES

LCCC Fee (Oct 2027 - Aug 2028):	Monthly Fees (Base Fee)	5% CIIF (Non-Base Fee)	Parents Pay Monthly*
	$480.33	$24.02	$504.35

FEES NOTES:

1. All payments are NON-REFUNDABLE and NON-TRANSFERABLE once you accept a spot in the program
2. No deposit is required until you receive confirmation of a spot for your child(ren).
3. Fees are paid by credit card on the Trac Rec website via parent's accounts.
4. Monthly billing takes place on the first of the month (starting with the first month of use).
5. The payment made on registration will be used to secure your child's spot in the program and will be put towards the first month's tuition fee payment.
6. You may cancel at any time and finish out the next month (already paid for with your deposit).
7. Fees are subject to additional 5% CIIF (Capital Improvement Fund (non-base fee)) fee

8. Program fees cannot be prorated based on attendance or usage. There are no deductions in tuition for days absent due to illness, vacations, holidays, community/national emergencies due to weather, natural disasters or utility outages or other program closures.
9. If any charges to the credit card provided are declined upon processing for any reason whatsoever, the MNjcc will automatically charge a $40.00 (non-base fee) decline fee.
10. In the event that a declined payment is not paid within 30 days, the child will be subject to withdrawal from the Childcare Centre and any other programming and/or membership at the MNjcc unless alternative arrangements have been made with the Finance Department. Re-entry into the Childcare Centre will require payment in full of the outstanding balance.
11. Late fees will be charged, per child, to families who arrive late for pick up. Late fees are billed at $2 per minute (non-base fee) commencing at the child's designated pick-up time
12. The MNjcc reserves the right to change these conditions with 60 days' notice.

AFTER SCHOOL FEES 2026-27 (Billing Period: September through May)

The After School program runs every weekday, Monday - Friday for the whole TDSB and PPDJDS academic school year. At registration, families must select the specific days of the week for which care is required. Once your schedule is confirmed, your account will initially display a $0 balance.

Kindergarten Afterschool (Covered by CWELCC)

Day	Full Price	CIIF (5%) (Non-Base Fee)	Parents Pay*
Monday	$432.00	$21.60	$453.60
Tuesday	$492.00	$24.60	$516.60
Wednesday	$468.00	$23.40	$491.40
Thursday	$468.00	$23.40	$491.40
Friday	$444.00	$22.20	$466.20

**(for all above)* If the MNjcc stays in the CWELCC Program for Calendar Year 2027*

Grades 1-6 Afterschool (NOT Covered by CWELCC)

Day	Full Price	CIIF (5%)	Parents Pay
Monday	$1080.00	$54.00	$1,134.00
Tuesday	$1230.00	$61.50	$1,291.50
Wednesday	$1170.00	$58.50	$1,228.50
Thursday	$1170.00	$58.50	$1,228.50
Friday	$1110.00	$55.50	$1,165.50

Pick-up from School (Not needed for PPDJDS and Non-Base fee for grades 1-6 Afterschool)

Day	Full Price	CIIF (5%)	Parents Pay
Monday	$108.00	$5.40	$113.40
Tuesday	$123.00	$6.15	$129.15
Wednesday	$117.00	$5.85	$122.85
Thursday	$117.00	$5.85	$122.85
Friday	$111.00	$5.55	$116.55

NOTES: **Pick-up from School (Not needed for PPDJDS and Non-Base fee for grades 1-6 Afterschool)**
This service is offered as an additional option to the main After School Program and is required for families who need school pick-up from eligible public or nearby private schools. Under this program, our staff will meet your child (along with other enrolled participants) at their school in a designated pick-up area each afternoon. Children will then be escorted as a group on foot to the Miles Nadal JCC.

School pick-up service is currently available for students attending the following schools:
- Huron St Public School
- Lord Lansdowne Public School
- Da Vinci Alternative Public School

NOTES: All the above programs are available to be paid by 10 Installments.

1. Fees are paid by credit card on the Amilia website via parent's accounts (until December 2026). Fees are paid by credit card on the Salesforce website via parent's accounts starting December 2026.
2. Effective September 1, 2026, monthly billing takes place on the first of the month (starting with the first month of use).
3. Billing Period: September 2026 through May 2027
4. All payments are NON-REFUNDABLE and NON-TRANSFERABLE once you accept a spot in the program
5. Fees are subject to additional 5% CIIF (Capital Improvement Fund (non-base fee) fee

6. *New, a deposit of $500 is required upon registration for the After School Program. This deposit will be applied towards payment for your child's final month of care. If the deposit exceeds the cost of the final month's fees, any remaining balance will be credited towards fees at the end of the school year
7. One Full Calendar Month Notice is required to withdraw from the After School Program; request for withdrawal must be made by the 30th or 31st of the month.
8. Program fees cannot be prorated based on attendance or usage. In addition, there are no deductions in tuition for days absent due to illness, vacations, holidays, community/national emergencies due to weather, natural disasters or utility outages or other program closures.
9. If any charges to the bank account and/or credit card provided are declined upon processing for any reason whatsoever, or in the event of a returned cheque, the MNjcc will automatically charge a $40.00 decline fee.
10. In the event that a declined payment is not paid within 30 days, the child will be subject to withdrawal from the After School Program and any other programming and/or membership at the MNjcc unless alternative arrangements have been made with the Finance Department. The MNjcc will attempt to charge the full outstanding amount along with any other current charges during the next billing cycle. Re-entry into the After School Program will require payment in full of the outstanding balance. The MNjcc may send any outstanding balances to outside sources for collection.
11. Late fees will be charged, per child, to families who arrive late for pick up. Late fees are billed at $2 per minute (non-base fee) commencing at the child's designated pick-up time.
12. The MNjcc reserves the right to change these conditions with 60 days' notice.

SCHOOLS OUT AND SUMMER JCAMP FEES FOR 2027

Fees are posted on Amilia based on weeks and age groups. CWELCC subsidizes a portion of the MINIS age group. Please visit the website to see all information about fees.

FEE NOTES: Credits will be issued for cancellations based on the amount of notice given for the withdrawal as follows

1. 80% of credit until 89 day(s) before the beginning of the activity
2. 60% of credit until 28 day(s) before the beginning of the activity
3. 40% of credit until 14 day(s) before the beginning of the activity
4. Cancellations made within 14 days of the start date are not eligible for credits or refunds

Billing inquiries should be directed to the ECE Management team and we will assist you.

LATE FEES

Our Centre closes at 5:30 pm. If a child is not picked up by that time, a parent is considered to be late, and a late fee will be charged. Your account will be billed automatically with your credit card on file in your Amilia/Salesforce account. Please remember that staff need to be able to leave the centre at 5:30 pm so you must be out the door with your child at 5:30 pm - not entering the door at 5:30 pm.

Children picked up after dismissal time for all programs: $2 per minute (non-base fee)

BEHAVIOUR GUIDANCE POLICY AND PROHIBITED PRACTICES

It is understood that children may at times display behaviours that are disconcerting for parents. The staff work very closely with the children and parents to discover the root of the problem and determine the most effective solutions. Our expectations are clear and consistent.

We are proactive in our strategies to avoid any on-going issues. These include, but are not limited to:
-having realistic expectations of children based on their ages and developmental level
-understanding that each child has their own needs
-setting up the environment to encourage positive behaviour
-planning an age and developmentally appropriate program that is of interest to the children
-having clear rules for the children to follow, keeping them to a minimum
-adults modelling positive behaviours and expectations. If our attempts at rectifying the challenges do not reach our goals, then parents will be contacted about other resolutions.

This may include, but not be limited to:
-having meetings with parents to ensure that we are using the same techniques that are being used at home. The methods used at home must comply with our moral standards, the Code of Ethics set out by the College of Early Childhood Educators and laws set out by Children's Aid Society (CAS) and Jewish Family and Child Services (JFCS). We will not be able to follow methods that do not comply with the above. We hope we will come to a mutual compromise that will prove the most beneficial for the child.
-having outside consultants observe the child and consult regarding the unresolved issues. When using Toronto Community Services and their consultants, fees will be paid by the City of Toronto. If other external services are required (e. 1:1 education assistant, child psychologist, play therapist etc.), then this will be at the expense of the families.

-in very rare situations, where children are at harm or putting others at harm, a child may be required to leave the program for the rest of the day, until issues are resolved, or on a permanent basis. Parents will be informed of this ahead of time, as early as possible when required.

As noted in our Program Statement the following are **Prohibited practices:**

- corporal punishment of the child;
- 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;
- 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;
- 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;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.
- sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007)

BITING POLICY

The MNjcc ECE programs recognize that biting isn't "abnormal" in the sense that young children, especially those of toddler age, may bite. Young children may bite for many different reasons, and not all respond to the same type of intervention. Parents with toddlers should expect that their children may be bitten or may bite another child. Our staff understand that parents are concerned and can be upset when their child is involved in a biting incident.

We realize biting is a disturbing and potentially harmful behaviour that we must discourage from the very first incident. The staff will work with the child who has bitten to try and get a better understanding of why this occurred and look for ways to try and avoid these triggers. If the biting continues in excess, we may need to ask that the child take a break from our program until we know the situation has been corrected. Often times this means that we will slowly reintroduce the child to the group setting. Please keep in mind that we will try many steps before coming to this solution to help remedy the issues. If your child is bitten or bites another child, you will be notified by the school. If your child bit or was bitten and there is evidence of broken skin, it is important to call your child's physician to ensure that your child was immunized against Hepatitis. The staff are instructed to not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

Please note that this policy may also apply to excessive behavioural issues that can affect the safety of the child, other children, or staff.

STROLLER PARKING

Strollers are not permitted in the LCCC or TMSPC hallways. Please do not bring them inside these areas when you drop off or pick up your child. Signs are posted on the TMSPC and LCCC doors as reminders that strollers are not permitted within the ECE departments. There is no space for them, and they block the hallways, doors and areas needed for evacuations.

Please do not leave strollers in The Etta and Frank Hospitality Lounge when you are dropping off or picking up your child.

You may leave your stroller outside the LCCC or TMSPC door and walk your child into their classroom.

If you need to leave a stroller on site, it can be left in the stroller parking room on the first floor across from the gymnasium. Strollers can only be stored during ECE hours – 7:30 am to 5:30 pm Monday to Friday in this space. Please follow any signs and rules posted.

Only small collapsible strollers may be stored; umbrella strollers are preferred. Strollers must be stored within the designated lines or hung on a hook if weight permits, and must be folded, and labelled with the family name.

The MNjcc is not responsible for damage or theft; strollers will not be monitored during the day.

SUPERVISION OF STAFF, VOLUNTEERS AND PLACEMENT STUDENTS

This policy is to help support the safety and well-being of children in the MNjcc and to provide direction regarding the supervision of volunteers and placements students at the MNjcc Childcare and Preschool. Prior to beginning work/placement with the MNjcc ECE department, the following is expected for all staff, volunteers, and placement students:

• The Program Statement is to be read, signed and dated
• The list of any children who are anaphylactic needs to be made known, allergic situations noted and Epi-Pen instructions reviewed and signed off
• Public health policies and other ECE policies are to be read
• Staff/volunteer immunizations & TB tests are current
• Staff/volunteer first-aid and CPR certificates are current
• Staff/volunteer police reference checks are current

STUDENT & VOLUNTEER RESPONSIBILITIES
Prior to volunteers starting, any volunteer working with the children will provide a current (processed within the past six months) police reference check. Students are expected to have current police reference checks done with their educational institution.

- No child is supervised by a person under 18 years of age or left alone with a student teacher or volunteer.
- At the ECE department at the MNjcc, only employees will have direct supervised access to the children. There is to be no unsupervised access (i.e., when the adult is alone with a child) by people who are not employees of the ECE department at the MNjcc.
- Volunteers and placement students are not to be counted in child: adult ratios. Volunteers and students will be supervised by employees at all times and are not permitted to be alone with any child at any time. A Volunteer and Student Policy is available for further reference.

Students and Volunteers are required to read and follow the Prohibited Practices Policies and behaviour management policies as outlined. All staff/volunteers/placement students are instructed in appropriate interactions with children. If an action is deemed prohibited, the Centre's Child Abuse Policies will be adhered to, and all discipline procedures will be adhered to.

TECHNOLOGY USE/STAFF WORKING FOR PARENTS

No one is permitted to use technology to share family information, information regarding children, staff information or any photos of children other than their own without the express written consent from the child's parents/guardian or individuals who are involved.

Staff are not permitted to be contacts with families on any form of social media unless:

a. They were connected before the child began in our program;
b. With the permission of the Director of Early Childhood Education.

Staff are not permitted to work for families outside of the scope of their employment at the MNjcc if the employment is in any form related to working with children. Please refrain from asking staff to work for you, as if they are found to be working for families, the staff member's employment at the MNjcc may be compromised.

CHILD ABUSE

All ECE staff, student teachers, and volunteers at the MNjcc are obligated by law to report any form of alleged abuse of a child. This includes physical, sexual, neglect, and emotional abuse. We will always err on the side of caution and report any incident that comes to our attention. 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*.

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. It will be up to Children's Aid (or JF&CS) to investigate the allegations. This is done for the safety of your child. For more information, please visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

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:

- Death of a Child
- Abuse/Neglect or Allegation of Abuse/Neglect
- Life-threatening Injury or Illness
- Missing or Temporarily Unsupervised Child(ren)
- Unplanned Disruption of Service

As required by the Ministry of Education, we will post Serious Occurrences notification on our school bulletin board for 10 school days. The Serious Occurrence Policy is posted on the Childcare, Preschool, and School Age Parent Boards.

SMOKING AND DRUG POLICY

Smoking, vaping or consumption of substances affecting impairment are not permitted in the MNjcc building, the school playground or within 9 metres of the building. MNjcc ensures compliance with the Smoke-Free Ontario Act. We ask that parents/guardians refrain from carrying a visibly lit or unlit cigarette or cigarette package while on or within 9 metres of the premises.

VEHICLE PARKING

Metro Foods has kindly offered us free short-term parking to allow you time to drop off and pick up your child. Passes will be sent to you in your welcome package. You can print as many as you need. The pass must be placed on your windowsill while using the lot. PLEASE ensure that you do not block any cars and do not abuse the times listed on the pass. We want to be able to maintain this privilege.

Please note that Metro Stores will not be responsible for any loss or damage or parking tickets that may be incurred while you are parked in the lot.

Spadina is a no-parking area and anyone who parks there is subject to being ticketed or towed by Toronto Parking Enforcement at their own expense.

CUBBIES (CHILDCARE AND PRESCHOOL)

Your child will be assigned a cubby. Notes and artwork will be placed in your child's cubby for you to collect at pick-up or drop-off times. Please check the cubby daily. Spare shoes can be left in your child's cubby.

CLASSROOM CALENDARS & NEWSLETTERS

Each year, we send home a calendar of important dates. The classrooms and administration will send reminders periodically through bi-weekly or more frequent newsletters and memos. Please check your email and Kaymbu messages periodically so you can stay up to date.

AFTER SCHOOL HOMEWORK

A designated area for children to complete homework assignments will be provided from 4:30 pm to 5:30 pm and your child should choose this option on days when needed.



WEATHER SAFETY POLICY AND OUTDOOR PLAY

The ECE department monitors weather conditions throughout the day. It will be at the discretion of the staff to determine whether the children will be going out on that day. Please note that our playground is windy, so warmer clothes are suggested. For safety reasons, we would prefer that your child not wear a scarf for outdoor play. Crocs and open-toed shoes are not recommended. There is an alternate play location during inclement weather. If it is too cold, too hot, too humid or too icy the classes can use additional activity rooms within the building for gross motor activities. This can be the gymnasium, room 318 and 218. Staff will use common sense to assess weather conditions. Weather conditions are at times warmer/cooler than reported due to sudden changes or location.

Children will not go outside in the following conditions:

- When temperatures are below minus 15 degrees Celsius (not including wind chill);
- During inclement weather such as thunderstorms, sleet, and hail. Children may still have fun on light rain days if dressed appropriately;
- When playground is unsafe due to weather - ice/snow falling from roof, ice/slippery surface;
- When temperatures are above 35 degrees Celsius (not including the humidex);
- During public health alerts, e.g. smog, extreme heat, cold, etc.
- During any other situations/conditions that may affect the children's safety.
- Smog Alert & Heat Alerts: Children will play outside for shorter amounts of time before 11:30 am and after 4:00 pm.
- In cold weather, staff must ensure children are dressed appropriately and are kept active to keep warm.
- In hot weather, staff must ensure that children are protected by hats and/or sunscreen if provided by parents. Children are encouraged to play in the shadier areas of the playground. Water and sippy cups are provided.
- In all weather conditions, staff are responsible for scanning the children to ensure they are withstanding the temperatures, taking breaks/rests in hot weather, encouraging activity in cold weather, and providing extra clothing when needed to ensure children are inadequately dressed.

ALLERGIES

THE ECE PROGRAMS AT THE MNJCC ARE "PEANUT, SESAME & NUT FREE ZONES"

No foods containing these foods, their by-products, or other noted allergens will be permitted.

Allergy lists are posted in the classrooms and food service areas. You will be notified of any food allergies in the class and will be provided with a copy of our menu.

More information is detailed in our Anaphylaxis Policy.

If your child has other allergies, please inform us when you register your child or as necessary

SNACKS AND LUNCH

We encourage the children to try the foods provided at the centre and during mealtimes, the environment is set up to foster and support good nutrition and healthy eating habits.

We offer a dairy menu for the children that is wholesome and follows Canada's Food Guide. We do not serve red meat, poultry, or pork.

Our catered lunch and snack program is mandatory for all children in our licensed summer JCamp, Preschool, and Childcare programs. Afternoon snacks and lunch are catered by Alphabet Kids Inc., and we supply the morning snacks from a local grocer.

AFTER SCHOOL/JCAMPS/SCHOOLS OUT: Children in the After School, JCamps (Freshies and older), and Schools Out (PD Day and Holiday) programs will be offered a PM snack daily and these children can bring a morning snack and lunch from home. Freshies are also provided with lunch.

All camp children receive a pizza lunch on Wednesday.

No outside food is allowed in the classrooms except if a child has a medical or dietary need that caterer and centre cannot accommodate, and only in these cases will children be permitted to bring food from home. This can only happen after consultation with the Assistant Director and our caterer. Any specific instructions must be provided in writing by the parents to the Assistant Director and will be implemented. Teachers will not make any changes to a child's diet without this written information.

All containers must be labeled with the child's name, and a list of ingredients for all foods brought from home must be provided daily. This is a Ministry of Education regulation. We suggest healthy choices for food from home and can offer suggestions if needed.

SCHOOL HOLIDAYS

As a program based on Jewish values, using the Sheva lenses, we incorporate the ideas of being part of a caring community and treating each other with kindness and respect daily. Having a day where the children must bring in gifts/cards/treats to give to each other when there is no actual context or meaning for them does not help them to understand the values of B'rit (belonging and building relationships), Tzelem Elohim (treating each other with respect and dignity) and Tikkun Olam (helping each other and the broader community). There are always opportunities throughout the year to shine a light on these ideas in an age-appropriate way for the children in our programs. We encourage children to bring friendship notes and show other forms of B'rit any and every day of the year.

Children of all religious backgrounds attend our school, and differences are recognized and respected. We welcome children to share their experiences about the holidays that they celebrate at home. We are happy to celebrate any other cultural (not religious) holidays. Please let us know if your family celebrates any special cultural (not religious) holiday as we would love to learn about them and encourage the children to share about their families with their classmates and teachers.

Our curriculum follows the Jewish calendar where holidays are celebrated through hands-on experiences, stories, music, food, crafts, and dramatic play. We will invite families to share in some of these experiences throughout the year.

Shabbat is celebrated each Friday as an opportunity to be together with our friends to reflect on the past week, and to give thanks. We celebrate Shabbat by reading books, singing songs, drinking grape juice and eating Challah bread.

While Christmas, Easter, Halloween, St. Patrick's and Valentine's Day are not celebrated, please be assured that a child's mention of any home celebration is always treated with respect and interest. We do not accept or allow Valentine's, Christmas, or Easter cards/gifts/treats for distribution.

Purim: We have costume day and parties on Purim. On that day, we hope that all the children will dress up.

Chinese/Lunar New Year: We celebrate this holiday with stories, food, and decorations.

Mother's Day/Father's Day: All families are different, and we recognize that in our programming. For this reason, children will not be making cards/presents for these holidays. We will celebrate all parents and guardians at a different event during the week of Family Day.

FIRST TIMERS

Welcome! We realize that in the beginning, separation can be difficult for both parents and children. Many children and families who are new to the school may go through a period of increased anxiety. Our teachers are trained to help ease your child lovingly into their new environment, and we encourage you to discuss your child's transition plan with their teachers. However, should you have any concerns during the first few days, please feel free to call/email the office.

WHAT TO BRING

- 2 complete extra sets of clothing kept in separate Ziploc bags in a backpack
- Diapers or pull-ups and wipes, if needed
- Extra pair of labeled shoes to be kept at school (may be sent home on Fridays)
- Labelled water bottle (sent home daily for washing)
- Outdoor clothes seasonally appropriate
- Sunscreen and hat when seasonally appropriate (note some contain nuts/nut bi-products – please check labels)
- Blanket for naptime (Toddlers, preschoolers and Mini campers only)
- Swimsuit and towel (preschool and JCamp)
- Swim Goggles (JCamp only)

  All items must be labeled. Please see the clothing section to learn about labels.

ACCESS CARDS

Safety is our primary responsibility concerning accessing programming and school areas. Only approved people have access to the ECE department areas.

We will provide each family with two free security access cards. These cards enable you to access the ECE department areas during drop-off and pick-up hours. These cards are name-specific and non-transferable. We provide the Information Desk staff with a list of approved persons upon registration in our programs. Please visit our MNjcc Information Desk to obtain your card on the first day of the program.

Additional cards may be purchased for $15 (+tax) each (non-base fee) and will not be issued without written approval by our Director or Assistant Director of Early Childhood Education, ECE Administrative Coordinator (for Toddlers and Preschool) or the After School and JCamp Managers. If you need additional cards, please email us to request cards. ECE teachers do not have access to cards, and Information Desk staff will not issue them without ECE management's prior approval.

Bring your access card with you at all times, as internal doors at the MNjcc will be locked and accessible only via your card.

Stairwell Access:

- 2nd floor areas will only be accessible with your access card.
- Doors may be unlocked during peak access times. If the door is locked, you may use the intercom to speak with the Information Desk.
- You may be asked to return to the lobby to check-in and will be granted access via the elevator or Staff will call the programming area where your child is, and request staff open the door for you.

BIRTHDAY CELEBRATIONS

Our caterer, Alphabet Kids Inc. can provide cupcakes that are delivered to us. All cupcake orders will be arranged directly between parents and the caterer.

First, confirm the date you would like the classroom to celebrate your child's birthday with your child's teachers. Then, use this link https://www.alphabetkids.ca/cupcakeorder.html to order your cupcakes. Please bookmark the link for future use. If you misplace the link, please email Tiffany at tiffanyb@mnjcc.org and she can resend you the link. Please do not send Tiffany cupcake requests through Kaymbu as these messages may not be seen.

Effective Sept. 1, 2026, cupcakes are $1.62 plus tax per cupcake (non-base fee) and subject to change at the caterer's discretion. Any cupcake questions can be directed to the Alphabet Kids Inc. team at clientcare@alphabetkids.ca.

Food other than cupcakes from the caterer are not allowed to be brought into the class. This is to ensure all children with allergies can safely celebrate with their friends. In lieu of food, you may wish to gift your child's class with a book from Scholastic or an age-appropriate toy. Please speak to your child's teachers. Considering all the children, we will not distribute birthday invitations or loot bags at school.

FORMS

The Ministry of Education and Toronto Public Health requires several forms to be completed by parents/guardians. You will be asked to complete and submit in the following forms PRIOR to your child's first day at school: Toronto Public Health Immunization Form and up-to-date immunization record and medical history including any allergies or medical needs, contact information including emergency contacts, authorized pick-up list, general permissions and confirmation that you have read the parent handbook and any additional policies noted in our community portal. **Please note that your child will not be able to attend any of our programs if we do not have all the required forms prior to the first day of their attendance.**

CALLING EMERGENCY MEDICAL SERVICES (EMS)

The health and safety of the children is paramount. In the event of a serious health issue or accident, EMS will be contacted immediately. Parents will be contacted after EMS. There may be times where it is undecided whether EMS should be contacted. In these cases, we would err on the side of caution and contact EMS. If EMS thinks that the child should go to the hospital and a parent is not here, one of the staff would escort the child in the ambulance and wait until a parent or family member is at the hospital before leaving. For this reason, the school must have in our possession:

- Up to date home/work/mobile telephone numbers;
- Names and telephone numbers of at least two other adults we can contact in an emergency.

ECE SLEEP POLICY

The Child Care and Early Years Act states that children enrolled in a full-day program must have rest time in their educational program.

Is this rest period necessary?

Young children benefit from periods of quiet relaxation and/or sleep to balance their active play and it is an important part of the day. Rest time allows for a period during the day when quiet activities are encouraged, and children can nap if required. Some children may take a relatively long time to relax and sleep, while others only require a short rest period. The need for rest and sleep varies greatly at different ages, and even among children of the same age, and could change from day to day or week to week.

Parents will be advised of the Sleep Policy at the time of registration and when their child starts in care. Parents will be consulted concerning a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time to ensure that the needs of the child are being met.

Toddlers and preschoolers will be provided with a rest period no longer than 2 hours in length and 2/3 ratios (reduced) will be followed during rest/nap time. This is following the Ministry of Education requirements.

Toddlers and Preschoolers and Mini Jcampers: All toddlers and preschoolers will have individual cots with their sheets on them. The cots will be labeled to ensure that they are used by the correct child. Sheets will be washed on-site at MNjcc weekly or when soiled. Blankets will be sent home each Friday or when soiled to be washed.

Children will be placed head to foot or toe to toe when sleeping. Children will always be supervised while sleeping. If children wake up early or are unable to sleep, they will be given books or quiet activities that do not disturb any sleepers.

4 year olds: All children who are 4 years old will have 30 minutes of quiet time to rest or do a quiet activity. Children will not be sleeping in this room.

If you have any questions, please speak with your child's teachers or the Director/Assistant Director to discuss any questions or concerns you may have.

BEAUTIFUL JUNK

We love materials that we can use for crafts. CD containers, baby food jars, wood, cardboard, fabrics, etc., are always appreciated. **PLEASE, NO EGG CARTONS or TOILET PAPER ROLLS.**

PARENT INVOLVEMENT

Our school has an open-door policy. If you would like to volunteer to help with certain projects, i.e. baking or preparing dough, making play dough, etc., please let us know. If you have a job/hobby that you think the children would enjoy hearing about, please let the Director of Early Childhood Education know and we can find a time that is suitable for you to come in. Parents volunteering on a regular basis require an up-to-date Vulnerable Sector Screening. Please speak with your child's teachers about joining weekly Shabbat or for other events that may take place throughout the year.

WHEN CAN I SPEAK TO THE DIRECTORS OR MY CHILD'S TEACHERS?

Please speak with the Director or Assistant Director if you have any questions, concerns or feedback. 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. Formal parent and teacher conferences are scheduled throughout the year and as needed.

HOME TOYS

We DO NOT allow home toys at school. The exception to this is a sleep toy if your child is napping at school or a toy for comfort/transition support. Toys can be lost and broken, resulting in children being disappointed and upset. In addition, it can be difficult for children to share home toys, and this can create conflict in the classroom. The school will not be responsible for lost or broken toys.

For After School Children: Please make sure all your child's belongings are marked and identifiable, such as backpacks, jackets, sweaters, books, notebooks, etc. Please DO NOT send toys, jewelry, electronic games or devices, dolls, special sports equipment, etc., to the After School Program. If your child is bringing one of the above listed items to school, the item must remain in the child's backpack during the program.

DIAPERS

If your child is in diapers, please send them with a supply of diapers, any creams needed, and wet wipes. Please check your child's supply to ensure that there is enough of everything. Please ensure that everything is labeled.

FIELD TRIPS/EXCURSIONS

Toddlers always remain on-site and do not attend any off-site activities. Preschool children may go on excursions during the year to local merchants such as the grocery store or the library, etc. Parents will be informed in advance and will need to sign off giving authorization for their child to participate. Parents may wish to participate and supervise their child (will not be counted in ratio). Children not permitted to attend would stay home and can join their class once they have returned to school after the trip. Staffing does not permit children to remain at the school during the trip. Children who attend our After School or School's Out program from other schools will be picked up and walked over to the MNjcc by School Age staff (where applicable). Ratios will always be maintained.

CLOTHING

Part of having fun is getting "messy". We ask that you send your child in comfortable clothing so that they won't worry about getting dirty. We also ask you to send 2 full changes of clothes (labeled with your child's name) to be kept at school. Any articles of clothing that are sent home should be replaced the following day.

We recommend easy-to-remove clothing for children to wear to encourage independence i.e. overalls are difficult for children to remove to use the washroom. Self-help skills such as dressing and undressing for outdoor play are included in weekly programming. Children are encouraged to put their belongings in their cubbies by themselves and sometimes personal items do get lost, but we will work together to try and avoid this as much as possible.

The MNjcc early childhood department is happy to offer families a way to support the early childhood department. We ask that all items sent from home (clothes, shoes, water bottles, etc.) are labeled with your child's name. Oliver's Labels sells all types of labels that are excellent quality and we have partnered in a great fundraising effort. Every time you purchase labels the ECE department receives 20% of the total. This is truly a win-win. You get something you would be buying anyway, and we earn money to purchase items for the classrooms to enhance the program.

Use this referral link: www.oliverslabels.com/mnjccece. Feel free to share the referral link with your friends!

TOILET TRAINING

For children who are not yet toilet trained, we will work with you to help your child in learning to use the toilet.

It is very important that we have consistent parent/guardian cooperation throughout the process. If we work together, then we can help your child achieve these goals. Some signs your child is ready for toilet training include:

- Tell you they need to go to the bathroom;
- Understand simple directions and are ready to learn;
- Feel uncomfortable in wet, dirty diapers;
- Notice when they are peeing or having bowel movements

When you think your child is ready, please speak with the Assistant Director/Director or your child's teachers.

Please understand that if a child is having frequent accidents while toilet training, the teachers will put them back in diapers or pull-ups as necessary. Toilet training is a trial-and-error process, and we want to ensure that we support the children as much as possible. Frequent accidents can be a clear sign that your child is not ready, and we may need to re-evaluate and start again later. When children have multiple accidents, they soil their clothes and soil classroom carpets and floors which creates a burden on our teachers and cleaning staff.

INCLUSION POLICY

We believe that all children benefit from an environment that promotes diversity and encourages respect for differences amongst individuals. We feel that inclusive programs provide opportunities for children to participate with others who have diverse learning goals and abilities.

We welcome children with exceptionalities and integrate all children into our full program. There may be certain situations, however, where our teachers may need extra support from early intervention specialists or support workers offering one-to-one assistance for the child (this to be funded by the parent).

There may be selected times during the school year where we may ask that you accompany your child to certain school events. We are committed to working with community partners that support exceptionalities. Teachers, parents, and external professionals must work together to ensure that our program meets your family's needs.

Vulnerable Sector Checks for Community Partners

When external agencies are hired or brought in to work with children with exceptionalities, there is a requirement that any consultant/support personnel or individuals providing a service to a child who is employed by an entity other than the licensee are required to provide a VSC (vulnerable sector check). These checks are completed with the person's local police services (Toronto Police, York Region Police, etc.) and need to be prepared no earlier than 6 months before service commences.

This means that anyone coming into the centre to work with a particular child needs to obtain a police check with vulnerable sector screening. The Assistant Director will communicate this requirement with the families as required.

The agency member will apply for the VSC and pay for it themselves and will provide the completed VSC to the centre before service commencement. Not having this on file would be a non-compliance with the Ministry.

We appreciate and look forward to working with our community partners to continue to provide the best types of programming for our children and families.

Community Living Toronto is our main agency with whom we work closely with to support our programs. For information, you can visit their website https://cltoronto.ca/

CLASS LISTS

Class lists will be provided to families in each classroom for families to communicate with each other. This includes facilitating play dates, birthday parties, etc. Information is only included for those who have given prior consent. Lists are updated and sent out as needed. Class lists are not to be used for advertising a business or communication that is negative, harassing or goes against the Code of Conduct.

SWIMMING

PRESCHOOL

Your child will have the opportunity to swim once per week. We encourage parents to join their children in the pool. Due to safety reasons, and to meet the ratio requirements set out by the aquatics department, we will take down a limited number of children who are unattended by their parent/guardian. All children will be required to wear a life jacket. More information on the times will follow in the specialties schedule and in the parent welcome package upon registration. If you would like your child to participate in our swimming program, please send in a labeled bathing suit. We will dry the suits weekly and keep them at school. If your child does not want to go swimming, they will stay in the class with other children and teachers. Activities will go on as usual for these children. Children will not be permitted to go swimming without a signed waiver from their parents. To assist us in making clothes changing quick after swimming we ask that the children do not wear tights on swimming day.

TODDLERS

As part of our Toddler program, we offer a swimming program for you and your child. The Parent and Child Swim program is bi-weekly on Wednesdays commencing October through June. All children will be required to wear a life jacket. To participate, each child must have a parent or guardian accompany them in the change room before and after swimming, as well as in the water. More information on the times will be available upon registration. If your child does not go swimming, they will stay in the class with other children and teachers. Activities will go on as usual for these children. Children are the sole responsibility of the parent/guardian until they are received by their classroom teachers after their swim. Toddler teachers do not participate in swimming. Children will not be permitted to go swimming without a signed waiver from their parents.

JCAMP

We are thrilled to be able to offer recreational swimming for our summer campers. Each camper will be required to wear a personal floatation device (lifejacket) unless/until they can successfully complete the deep-end test. Along with life jackets, we also add tot platforms to the shallow areas which allow our younger campers the chance to stand on their own. In addition to our counselors swimming alongside our campers, we also have two lifeguards in the water for support. Our Minis and Freshies will swim up to two times a week whereas our Sophomores, Juniors and Seniors will have the opportunity to swim up to three times a week. Our frequent recreational swim gives our campers the chance to strengthen their swimming skills and over time, become more comfortable in the water.

We know how much fun it can be for parents to join our activities; however, at this time cannot have anyone beyond our trained staff interacting with our campers.

Aside from using our Freddie Shore Aquatic Centre, our campers will also take part in sprinkler parties on the roof and in our playground, as well as visiting local splash pads/wading pools.

MNJCC SEXUAL EDUCATION POLICY

Sexuality is an important part of every human being. It includes the physical, physiological, psychological, social, and emotional, cultural and ethical dimensions of sex and gender. Sexuality is a basic need of being human, which cannot be separated from other aspects of life. It influences our thoughts, beliefs, feeling, actions and interactions. Sexuality is intrinsic to all of us.

The ECE department at the MNjcc is committed to raising sexually healthy children by teaching them values, responsibility and self-esteem pertaining to sexuality. The teachers are trained to ensure that everyone is sharing the same values and terminology with the children.

Children have the right to learn and grow in a bias-free, sexually healthy environment. As childcare staff act as positive role models for children and families, they will teach appropriate sexuality language by using dictionary terms for body parts.

Children have the right to privacy and to be treated with respect. ECE staff respond to children's questions and comments about sexuality with honesty and openness. Children are clearly and directly told what is and what is not appropriate behaviour without making them feel ashamed. Children are encouraged to tell each other how they feel and to speak up for themselves.

The ECE department at the MNjcc encourages families to maintain an open dialogue with their children and the child's staff so that we can work together to foster healthy sexual development in the children. Some information and particular topics around sexuality are best addressed by families in their own way at home. However, if staff are asked such questions, information will be shared with the children based on their chronological and social-emotional developmental age. Parents will be notified when such issues or questions arise by their children so that they can further facilitate discussions at home.

Gentle, non-obtrusive touches that support positive feelings of self and others are encouraged between childcare staff and children (i.e., hugs). Staff provide equal opportunities for boys and girls to feel valuable and capable; gender role stereotypes are discouraged, and the use of sexist and homophobic language is not tolerated. Children are provided with the appropriate language and reminded of the negative impact of using sexist and homophobic language. Incidents will be addressed on a case-by-case basis and parents will be notified if their child has been involved in an incident. If children persist in using inappropriate language, they may be asked to leave the school as per the MNjcc Code of Conduct.

ECE staff will remind children in a gentle manner that self-pleasuring is a private matter that needs to take place in privacy. Children are taught that their bodies are private and not to be touched by anyone without their permission.

While "toilet talk" and "street language" are used by many of the children, they will be discouraged at the school. As previously discussed, ECE staff will role model the appropriate language, etc. to be used including the appropriate words referring to body parts. ECE staff will also notify parents on a case-by-case basis when there is a behaviour that raises concern and/or if the child continues a particular behaviour despite being asked to stop.

We strive to create an inclusive climate where everyone feels welcomed, appreciated and accepted. As such, children will have opportunities to play with toys, dress-up clothes, and make choices about the toys and peers that they play with. ECE staff attempt to provide toys that are non-biased and non-gender specific. Many opportunities are provided for children to play with toys, books, and other educational materials and to take part in play situations that are traditionally associated with another's gender. ECE staff are trained in child development; as such, they are aware of typical behaviours for children's exploration and play.

ATTENDANCE, SAFE ARRIVAL & DISMISSAL POLICY

Your child's safety is our primary concern. This policy and the procedures within help support the safe arrival and dismissal of children receiving care. The Thomas & Marjorie Schwartz Preschool Centre/Libbie Cowan Childcare Centre, After School and JCamp will only dismiss children into the care of their parent/guardian or another authorized individual. Upon enrollment, parents are asked to provide us with the names of anyone who may be picking up your child throughout the year. The centre will not release any children from care without supervision. Should you wish to have your child picked up by anyone other than those people on your list, we require that you advise us in writing. Anyone picking up your child must be a minimum of 16 years of age. Anyone picking up your child from the program for the first time, with parental consent, will be asked to provide photo identification.

PROCEDURES

Accepting a child into care

Each day the parent/guardian of each child registered in our early childhood programs (LCCC, TMSPC, JCamp) must check in with the classroom teachers or counsellors upon arrival so attendance can be taken. For children attending our After School program, children will be picked up directly from school by our teachers. The teachers take attendance of all children daily, and records are kept for 3 years. Teachers record all reasons for absent children (vacation, sick, home days).

A parent/guardian may request that a child who is 12 years old or older be released from the centre without supervision. Parents/guardians must provide written and signed authorization and instructions for the release of the child, including the time of dismissal. Where a parent/guardian provides written instructions for the release of their child from care without supervision, the parent/guardian is aware that the childcare is no longer responsible for that child upon their dismissal. *This applies only to the After School program.

Where a child has not arrived in care as expected

If your child is going to be away for any reason, please let us know by messaging the classroom through Kaymbu or by email to your child's classroom. If you are running late for end-of-day pick-up, please also send a message through Kaymbu or email.

You can also report absences to the following:
TMSPC/LCCC Cheri Szereszewski, cheris@mnjcc.org/Tiffany Bien, tiffanyb@mnjcc.org/ Liezel Garcia, liezelg@mnjcc.org
AFTER SCHOOL/JCAMP Alisha Sandy, alishas@mnjcc.org/Jaelynne Gervais, jaelynneg@mnjcc.org

Where a child does not arrive at the centre or camp, and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, sent an e-mail or message through Kaymbu, or advised the closing staff at pick-up), the staff in the classroom will:

Inform the ECE Administrative Coordinator/Assistant Director or Director and they will commence contacting the child's parent/guardian no later than 10:00 am. Staff will contact parents by phone, email or Kaymbu. They will leave a message asking where the child is or if they will be attending that day and record the reason for the absence. They will continue this until the family is reached. Once the child's absence has been confirmed, staff will 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

The staff who are supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual to whom the parent/guardian has provided written authorization that the centre may release the child. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual) they will confirm with another staff member that the individual picking up is the child's parent/guardian or authorized individual.

Where the above is not possible, the parent/guardian/authorized individual will be required to show 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 by 5:30 pm, the classroom teachers will call parents for their ETA and advise that the child is still in care and has not been picked up. Late fees will be charged (see the late fees section of parent handbook).

Where the staff is unable to reach the parent/guardian, staff will call again and leave a message for the parent/guardian. Where the individual picking up the child is an authorized individual and their contact information is available, the staff will proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.

Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall the staff will try to reach those listed on the emergency contact list or pick-up list, wait until the program closes, and then refer to procedures under "where a child has not been picked up and centre is closed".

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 5:30 pm, staff will provide the child with a snack and activity, while they await their pick-up.

One staff will stay with the child, while a second staff will call the parent/guardian to advise that the child is still in care and inquire about their ETA. 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 for pick-up/people on the emergency contact list/authorized pick-up list if unable to reach the parent/guardian. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals listed on the child's file.

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 5:45 pm, the staff will proceed with contacting the local Children's Aid Society (CAS) 416.924.4646 or Jewish Family & Child Services 416-638-7800. Staff will follow JFCS/CAS's direction for the next steps.

The Toddler, Preschool centre and JCamps close at 5:30 pm. Please be respectful of the teacher's personal time. Some have long commutes, school or other commitments, and families of their own so when parents are late, that directly impacts the teachers. Please be mindful of this when you are planning your own commutes to pick up your children from the centre each day. Under no circumstances will children be released from care to walk home alone.

HEALTH POLICIES

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

The following are regulated health policies enforced by the City of Toronto Public Health Department. In some situations, the MNjcc Early Childhood Department's Health Policies may take priority over the doctor's instructions. This is because we have a large group of children that we do our best to keep healthy. If your child is not well enough to participate in both indoor and outdoor daily programming, we ask that you keep them at home. Not only does your child require rest, but we do not want to put the other children and staff at risk. It is the parent/guardian's responsibility to provide alternate care for an ill child.

We keep track of all illnesses and ask that you inform us of any symptoms of illness that your child may be experiencing so we can keep a record of this, particularly when illness may be potentially contagious or in the event of outbreak tracking or may impact your child's general wellbeing while at the centre.

Children will not be permitted re-entry to our programs until they:

- No longer exhibit any signs of being contagious for at least 24 hours (one full day) or 48 hours (2 full days);
- Are not a health risk to the other children and staff;
- Are well enough to participate in all school activities, including outdoor play; and
- The Centre receives confirmation (when requested) from the doctor that the child is not contagious;
- Educators will monitor children during the day for signs of illness. If your child becomes sick during the day, you will be contacted to pick up your child as soon as possible. Your child may be separated from other children because of suspected illness until you pick them up.

Staff will pay extra attention to the following signs/symptoms in children:

- Higher than normal body temperature or fever of 38.0◦c or higher
  *Note: If your child has a fever, they may: look flushed or pale, feel hot or cool to the touch and/or sweaty, be fussy or groggy, have "goose bumps," shivers or tremors, be thirsty
- A sudden appearance that may be related to a cold such as coughing and/or discharge coming from the nose
- Vomiting or diarrhea
- Red eyes or ears and/or discharge coming out of eyes or ears
- Skin rashes or infections that have suddenly appeared
- Unusual irritability, fussiness and restlessness
- Any other contagious illness per Toronto Public Health

Staff will also pay extra attention to younger children whose language skills are not fully developed and to children with exceptional needs as these children may have a harder time explaining to an adult that they are not feeling well.

Children with a fever 38.0 ◦c or higher will be sent home and must remain until they are fever-free without medication for a minimum of 24 hours.

Children who experience an episode of vomiting or two episodes of diarrhea will be sent home and must remain until they are symptom-free for a minimum of 48 hours.

If diagnosed with an illness requiring antibiotics, children may also be required to remain away from the centre until 24 hours after their first dosage. Additional restrictions and procedures may be required based on the doctor's diagnosis. Please inform the centre as soon as possible to allow the staff to take the proper precautions.

Early recognition of an outbreak, along with IPAC measures, will help limit the spread of illness and the number of children or staff who become ill. Childcare centres must report suspected outbreaks and/or reportable diseases (Diseases of Public Health Significance) to TPH, as outlined in the Health Protection and Promotion Act, R.S.O. 1990, c.H.7, Regulation 135/18

In the case of an outbreak as defined by Toronto Public Health the exemption time may increase to a minimum of 48 hours symptom-free. The centre will follow directions given by Toronto Public Health in the event of an outbreak. Toronto Public Health will determine and declare an outbreak and that information will be shared with families when required.

Conjunctivitis (pink eye)
Should your child exhibit signs of pink eye, they must be kept at home until the treatment has been in effect for 24 hours. Please ensure that the eye(s) is clear with no discharge before returning to school. Children experiencing any eye will be required to provide a doctor's note prior to their return confirming the diagnosis.

Hand, Foot & Mouth
This contagious but non-harmful virus is passed on by saliva. Should your child be exhibiting sores in the mouth, on the feet, on the hands or on all three places, please contact the office. Children must be kept at home until they have been fever free for at least 24 hours without medication, no new sores developing and existing sores are dry (no pus), and they are able to participate fully in the program.

Chicken Pox
Children who have chicken pox can return when they are able to fully participate in all activities, even if the rash is still present providing the child has been fever free for at least 24 hours and feels well enough to participate in all the activities.

Impetigo
Children diagnosed with impetigo must be on a doctor's prescribed antibiotic for 24 hours before returning.

Lice
If a child is found with nit eggs, parents will be called and asked to remove their child immediately. You are required to keep your child at home until treated. The child must be checked by a staff member before being admitted back into the classroom.

Scarlet Fever or Strep Throat
Should your child be diagnosed with scarlet fever or strep throat, they must be on a doctor's prescribed antibiotic for 24 hours before returning.

Ringworm or Scabies
Children who are diagnosed with ringworm must be on anti-fungal medication for 24 hours before returning.

IMMUNIZATION POLICY

The Child Care and Early Years Act stipulates that prior to admission, each child must be immunized as recommended by the local medical officer of health. Parents are required to provide updated immunization records each time their child receives a vaccination. Parents of children with missing or overdue vaccinations are required to communicate in writing when expected immunizations will be given.

The immunization record must include:
- Name of child
- Child's birth date
- Parent/guardian name and address
- Vaccine administration dates
- Date of issue
- Name and address of physician

A child may be exempt from immunizations due to medical reasons or religious beliefs.

Medical Exemption

If a licensed physician certifies in writing that the child or staff has a health condition, that is a valid contraindication to receiving a specific vaccine, then a permanent or temporary exemption may be granted. This statement must specify those immunizations that may be detrimental and the length of time they may be detrimental. Parents would then bring this letter to a Commissioner of Oath and receive a notarized affidavit exempting the child from specific immunizations. If any child or staff at the centre contracts a disease that they are generally immunized against, medically exempt children or staff will be excluded from care to avoid potential complications of the disease. The length of exclusion will depend upon the incubation period of the disease but can be up to 21 days. Toronto Public Health will be consulted if an outbreak does occur. Discounts or refunds for fees will not be provided during the time of exclusion.

Religious Exemption

A child or staff may be exempt from vaccination if the child's parent(s) or guardian holds genuine and sincere religious beliefs that are contrary to the practice of immunization. Parents must appear before a Commissioner of Oath and get a notarized affidavit for exemption. If any child or staff at the centre contracts a disease that they are generally immunized against, medically exempt children and staff will be excluded from care to avoid potential complications of the disease. The length of exclusion will depend upon the incubation period of the disease but can be up to 21 days. Toronto Public Health will be consulted if an outbreak does occur. Discounts or refunds for fees will not be provided during the time of exclusion.

ALLERGIES AND MEDICATION

A child with an allergy or illness or other diagnosis that could require at-school medication or other treatment will not be permitted to start in our program or remain in our program if we do not have the proper forms, consents and medication on site as of the child's first day in our program. This is for your child's health and safety and is a requirement of the Ministry of Education.

It is the parent/guardian's responsibility to inform the centre of any allergies or medical needs their child requires upon registration. If your child requires a prescription medication to be administered, a Medication Administration Form will need to be filled out and signed by the Parent/Guardian. We will administer Emergency Medications that are required for allergic reaction/asthma. Medication/Anaphylaxis forms will be provided to parents/guardians to complete. This information will be recorded in the child's file. Staff will review and sign off.

The circumstance(s) under which the medication is to be administered:
- The prescribed dose;
- The method of administration;
- The medication must be clearly labeled with the child's name;
- The medication must be kept in its original container and be accompanied by a current prescription; medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children;
- We must receive a form signed by parent in order to administer the medication;
- Non-prescription medicine will be administered ONLY if it is in the original bottle and accompanied by a current doctor's note detailing the dosage to be given.

Some over-the-counter products can be administered with a blanket authorization. These include sunscreen, moisturizing skin lotion, lip balm, insect repellant, hand sanitizer and diaper cream. A form will be provided to parents/guardians upon registration and will be updated annually. Any new products provided throughout the year will require additional sign off with the Director/Assistant Director.

ANAPHYLAXIS POLICY

- Anaphylaxis is a serious allergic reaction that can be life threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the childcare centre.
- This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for childcare centres.
- Before attending the childcare centre, parents must complete a detailed medical form for their child. In the event of anaphylaxis allergies, the Director/Assistant Director will speak with parents to obtain more information about the specifics of the allergy.
- Before a child attends the childcare centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation.
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the childcare centre and will be posted in each classroom and food preparation areas as well as each classroom binder.
- All individualized plans and emergency procedures will be reviewed with a parent of the child yearly or if there are any changes to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.
- Expiry dates of epinephrine will be checked on a monthly basis and parents will be informed if a new one is required.
- Parents of children in the schools will be alerted about allergies and what foods need to be avoided in the classrooms.
- The caterer will be informed of any children with allergies. Labelled foods will be sent by caterer for the children with allergies. All ingredients where there is an anaphylactic in the class will not be used by the caterer.
- Any allergens will be eliminated from any form of sensory play including containers containing those foods used in dramatic play.
- Only foods that have known ingredients will be served. Any foods with "may contain (if they are an anaphylactic allergy), will not be served.
- In cases where a child has food allergies and the meals and snacks provided by the childcare centre cannot meet the child's needs, parents are required to supply snacks/meals for their child. Instructions for diet provided by a parent will be implemented. A note from a medical practitioner must be sent in with details of allergies.
- Parents must label food brought to the childcare centre with the child's full name and the date the food arrived at the childcare centre.
- Where food is provided from home for children, appropriate supervision of children is maintained so that food is not shared or exchanged.

Communication Plan

- The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.
- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The caterer, and any individuals who collect groceries on behalf of the childcare centre and/or other food handling staff, where applicable, will be informed of all the allergies at the childcare centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The Director or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the child care centre and will work together on food substitutions to be provided.
- The childcare centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the childcare centre and that it is effectively achieving its intended result.

Drug and medication requirements

Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed. Parents must complete a parental authorization form to administer drugs or medications.

Emergency allergy medication (puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

As of July 1, 2026, in addition to emergency allergy and asthma medication, staff, providers or children may carry medications for epilepsy and diabetes, as well as any other medication that a prescribing medical professional determines must be readily available to prevent a significant risk to the child's health.

All non–emergency medications are kept locked up at all times but will be stored in a readily accessible location for the Director/Assistant Director or ECE staff. All medications will be inaccessible to children. Epi-pens and puffers are kept in the pencil case of the class binder or fanny pack worn by staff.

In the case of a life-threatening illness, allergy and/or asthma or if the medication has been prescribed by a physician, the medication will be kept with the staff at all times. The Director/Assistant Director or RECE staff will take the responsibility for administering the appropriate drug with the written authorization of the parent that outlines:

Training

The Director of Early Childhood Education or designate will ensure that all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication. Where only the Director or designate has been trained by a parent, the Director or designate will ensure training is provided to all other staff, students and volunteers at the childcare centre.

Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.

A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked and follow-up is completed where an individual has missed or not received training. Records of all training are kept in each staff member's file.

Confidentiality

Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (i.e., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

CODE OF CONDUCT FOR PARENTS

The MNjcc is built on a strong foundation of community service and trust. We provide programming in a safe and welcoming environment where everyone is entitled to feel that they belong and where all members, guests, volunteers and staff are treated with dignity and respect. To help maintain this environment, we expect that everyone who uses our facility, or participates in our programs, observes this Code of Conduct. To read the full Code of Conduct please click on this link:

https://www.mnjcc.org/code-of-conduct

The Libbie Cowan Childcare Centre, the Thomas & Marjorie Schwartz Preschool Centre, our After School program, School's Out and JCamp maintain high standards for positive interaction, communication, and role modeling for children. This Code of Conduct refers to:

- management and staff members; children; parents/family members/guardians of children currently or previously enrolled; all others in contact with children and staff in the centre.
- The MNjcc reserves the right to terminate a child's enrollment in either the Libbie Cowan Childcare Centre or the Thomas & Marjorie Schwartz Preschool Centre, our After School programs, and JCamp or to remove from the premises any staff, parent, or member, who
- is physically or verbally abusive to any MNjcc staff;
- knowingly disregards any MNjcc rule or regulation;
- deliberately causes damage to any MNjcc property;
- uses profanity while on the premises.

UNACCEPTABLE BEHAVIOURS

The following behaviours are deemed unacceptable in our centre. This would include behaviours by children, staff, parents/guardians, families, and all others involved in our centre:

- All forms of abuse (sexual, physical or emotional). Please be aware that if a child speaks of any alleged abuse of the child, the Children's Aid Society (CAS) or Jewish Family & Child Services (JF&CS) will be contacted. This is a requirement set out by the Province of Ontario. We would rather there be a false alarm rather than a child who could potentially be at risk. Our reporting does not reflect judgment on any person.
- Any form of harassment;
- Any form of violence;
- Any form of discrimination;
- Actions that put any individual in our program/building at risk, either physical or threats;
- Bullying.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOURS

- Mediation services;
- Contacting CAS or JF&CS to offer support to families or individuals;
- Suspension of a staff member, parents, family member, guardian, or child from our premises;
- Contacting police if the behaviour is illegal

COMMENTS AND CONCERNS

If you have any comments/concerns about our Code of Conduct, please feel free to contact the Director of Early Childhood Education or the Assistant Director of Early Childhood Education at any time. Please report a breach of any of these rules immediately to an MNjcc staff person.

ANTI-BULLYING

The goal of our school is for everyone to feel safe while in our care. This includes children, staff and parents. Bullying of any kind will not be tolerated.

- Bullying involves one or more persons exerting power or dominance over another or others;
- Bullying behaviour is deliberate, unwelcome, uninvited and usually repeated;
- Bullying involves behaviour that is physical, verbal, psychological or social/relational;
- Bullying includes a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid;
- Bullying can have a serious long-term effect on the health and well-being of those being victimized.

If an incident of bullying is reported, the issue will be investigated by the Director. Input from the teachers, the child or adult that has been bullied and the accused will be taken into account.

If the matter involves an adult and the matter cannot be rectified, then the Human Resource Director will be informed. If the matter involves a child, the Director/Assistant Director and Teachers will work together to find strategies to alleviate the behaviours.

COMPLAINT AND CONFLICT RESOLUTION POLICY

This Complaint and Conflict Resolution Policy has been developed to support open discussions between the ECE department staff and parents through a fair and transparent policy. The policy will set out standards to ensure that issues and concerns will be addressed in a timely manner that is clear and consistent. The intent is to support communication and positive relationships between the parents and our programs.

Complaints can be made on the grounds of dissatisfaction with care, service or with a decision made by staff, or if an individual/family believes that they have been treated unfairly. All complaints will be taken seriously by the centre and will be considered opportunities for centre development and staff training.

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).

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 Chief Operating Officer.

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 (i.e., 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.

This policy involves three steps. Complaints of a more serious nature will follow step 2a which requires the Director of Early Childhood Education to bring the concern to the attention of the Chief Executive Officer (or Assistant Director) of the MNjcc. The Chief Executive Officer will determine if the matter needs to go to the Board of Directors.

1. Reporting

- The first resource available to families with a concern or complaint is the centre staff; if any complaint arises, the complainant is encouraged to discuss the issue with the staff prior to bringing the issue to the attention of the Director of Early Childhood Education. Staff are directly involved in the program and are often best able to provide explanations and resolutions.
- Any concern or complaint submitted to the Director of Early Childhood Education or the Assistant Director of Early Childhood Education will be acknowledged within three business days to assure the complainant that their concern is being addressed. This will include advising the complainant if the issue requires involvement of the Chief Executive Officer, the Board of Directors, or an external agency. Concerns and complaints can be brought to the Director of Early Childhood Education or the Assistant Director of Early Childhood Education's attention in person, via email, by phone, or voice messaging system.

2. Director Review

- The Director of Early Childhood Education will receive details surrounding the complaint from all parties involved, including proposed resolutions. If the Director of Early Childhood Education sees fit, an investigation may be conducted to add clarity to the case or to determine additional details.
- The Director of Early Childhood Education will consider the course of action or decision made by the staff member, relative to the complaint.
- The Director of Early Childhood Education will determine resolutions, including steps for prevention when necessary.
- The Director of Early Childhood Education's review and resolution will be documented, and findings will be communicated to both the staff and the complainant.
- If the Director of Early Childhood Education cannot reach a conclusion that satisfies the needs of both parties or if the complaint is of a serious nature, it will be brought to the attention of the Chief Operating Officer (or Assistant Director).

3. Chief Executive Officer/Board of Directors Review

In rare circumstances, when the Director of ECE is unable to resolve the situation, they will bring the matter to the attention of the Chief Executive Officer of the MNjcc. The Chief Executive Officer will review the case including details initially provided by staff and complainant, their proposed resolutions, prior cases of a similar nature, and the Director of Early Childhood Education's conclusion. Specific options will be determined by the Chief Executive Officer, documented, and implemented. Should the Chief Executive Officer feel the circumstances are serious enough to warrant, they will bring the matter to the Board of Directors.

4. Resolution

Potential resolutions may include:

- Altering a policy or procedure;
- Putting into place prevention strategies;
- Providing an explanation to the complainant, to an effected group, or to all members of the centre community;
- Changing the decision initially made by staff;
- Maintaining a decision made by staff;
- Retraining staff involved, or if deemed necessary, retraining all centre staff;
- Determining that the centre can no longer meet the needs of the family. In this case, the centre will make every effort to assist the family in finding alternative care.

COMMUNICATION

Open and clear two-way communication is necessary to ensure our partnership is successful. Email is used as the primary source of communication. Each early childhood classroom has an email account, and this information will be shared with you before your start date. If you do not have an email account, please let us know and a hard copy of all messages will be left in your child's cubby. Your classroom teachers are your primary contacts for your child throughout the day. You are welcome to include any member of the admin team when emailing the classroom teachers should you feel the need. Please add our email addresses to your contact list to avoid emails from going into your junk folder. Parents must notify the program in which their child is enrolled concerning late arrivals, early pick-ups, and absences. If there is a change to your child's schedule, please call or email the applicable ECE admin as required depending on the program your child is enrolled in.

Director, Early Childhood Education cheris@mnjcc.org
Assistant Director, Children's Education tiffanyb@mnjcc.org
ECE Administrative Coordinator liezelg@mnjcc.org
Assistant Director of JCamp and School Age Programming
alishas@mnjcc.org
Administrative Coordinator JCamp and School Age Programming
jaelynneg@mnjcc.org

Preschool/Toddlers/After School - Kaymbu is a communication tool used for observation and documentation to ensure that programming is developmentally appropriate for children. It is also a tool that we use to provide parents with daily/weekly reports as well as to send updates or emergency messages. Pictures of your children will also be on this app. Before your child's start date, you will be provided with information about the app and parents will be added to the Kaymbu platform so you can receive messages from the teachers. Toddler teachers also send parents daily reports through the app.

JCamp - Welcome Emails: The Thursday before each camp week, our head staff will send a welcome email outlining how to prepare for the fun week ahead. This email will come from jcamp@mnjcc.org. If you have multiple campers in different groups you will receive multiple emails.

To keep families up to date on the daily running of the camp, we will connect with you via e-mail. Please ensure e-mail addresses are correct and up to date.

In the event of an emergency, we will call you or someone indicated on the emergency contacts form as soon as possible. We may also call to discuss any unforeseen occurrences at camp.

EMERGENCY MANAGEMENT, EVACUATION AND PROGRAM CANCELATION

The ECE department has a written Emergency Management policy that all staff are required to read and understand. This includes serious illness, serious accidents, lockdown and evacuation procedures.

Parents will be contacted by email (or text) via Kaymbu no later than 7:00 AM in the event of school closing due to inclement weather or other unforeseen circumstances. Any unexpected closures will be communicated to you via our Kaymbu app. Please check for emails or texts regarding this information.

There may be circumstances where we may need to close the school once the children have arrived. Examples of potential causes for school closures and evacuations include but not limited to: Power failure, water shortage, gas leak, chemical release, or other threat to the health and safety to persons working in or using services provided by the MNjcc building.

If the MNjcc After School or School's Out program needs to be cancelled before the start of the program, the MNjcc will contact your child's school to inform them. You will be contacted once arrangements are made.

In the event of a lockdown, parents will be notified once we are given the all-clear to resume regular activities.

The building has two playground options, one on the main floor of our building and one on the building rooftop. On the rooftop, there are two emergency stairway exits and one elevator. Children will be brought up and down from the rooftop either via the stairs or the elevator. Ratios will be maintained at all times.

Every month we conduct mandatory fire drills. When the weather permits, we do these drills outside. During the winter months we do indoor drills. At some point during the year, the whole building participates in an evacuation drill. Please note that during all drills, the children cannot get their outdoor clothing on. We must be prepared for any emergency evacuation that can occur.

Bi-monthly, After School conducts fire drills from the rooftop and monthly for camps on the rooftop.

We also conduct annual lockdown drills with the children. If there were ever a real evacuation or lockdown, parents would be notified as soon as possible using the Kaymbu app or email once we arrive at our emergency evacuation site, and it is safe to do so.

ROOFTOP PLAYGROUND EVACUATION PROCEDURES FOR PROGRAMS LICENSED BY THE MINISTRY OF EDUCATION

Staff and children are to exit through North stairwell if possible.
All people present will exit through the same stairwell.
Go to ground floor and exit through Spadina doors. Walk right on Spadina Ave

Evacuate to 720 SPADINA AVE, 1ST FLOOR LOBBY TO THE RIGHT PAST THE ELEVATORS

PLEASE be advised, in the event of an evacuation it is very important that you do NOT come up the stairs to retrieve your child from the rooftop playground.

All children will be brought down the stairs in the event of an evacuation and brought to our evacuation site (720 Spadina Avenue).

To avoid any confusion children will be dismissed to their parents at our evacuation site once attendance has been done.

PLEASE NOTE:
All staff, student teachers and volunteers have signed an agreement to abide by the policies the staff and parent handbooks. The staff are monitored on an ongoing basis. They are officially monitored annually. If any of the stated persons above behave in contradiction to this policy, they will be subject to appropriate consequences.

SAMPLE DAILY SCHEDULES

Sample schedules reflect the general daily program but do not reflect program plan and specialty schedules. The daily schedule will vary depending on each room, ensuring a developmentally appropriate program and any specialties on a particular day. Copies of the classroom daily schedule, specialty schedule, and program plans will be posted outside of the classrooms. Specialty schedules will be emailed to parents before the start of the school year. Programming and schedules are subject to change based on the classroom needs.

LIBBIE COWAN CHILDCARE CENTRE

7:30 am	The Centre opens
7:30 - 8:00 am	Early Arrival - all children rooms 1+2 meet up in Room 1. (Ratios permitting)
8:00 - 9:00 am	Free Play in Room 1 and 2
9:00 - 9:20 am	Tidy up, and wash for morning snack
9:20 - 9:40 am	Snack time (eating and clean up)
9:40 - 10:00 am	Get dressed to go outside
10:00 - 11:00 am	Outdoor Playground (duration of time will depend on weather conditions
11:00 - 11:30 am	Free Play-toys, creative, sensory, motor skills, cognitive, dramatic play
11:30 - 11:45 am	Wash hands for lunch, diaper routine, and circle time
11:45 - 12:25 pm	Lunch Time
12:25 - 2:30 pm	Nap/Rest time
2:15 - 2:30 pm	Quiet activities with the children who are awake.
2:30 - 2:45 pm	Diapers, Free play-toys on the carpet
2:45 - 3:00 pm	Wash up, afternoon snack, change for outdoors
3:30 - 4:15 pm	Go outside to Playground (duration of time depends on the weather)
4:15 - 5:00 pm	Wash up from outdoors/ diaper/ free play
5:20 - 5:30 pm	Dismissal
5:30 pm	The Centre closes

THOMAS & MARJORIE SCHWARTZ PRESCHOOL CENTRE

8:30 am	Early Arrival // 9:00 am General Arrival
9:00 - 10:00 am	Outdoor play
10:00 - 11:30 am	Free play – a variety of activities are available
11:30 - 12:00 pm	Group time
12:00 - 12:30 pm	Lunch
12:30 - 2:00 pm	Naptime
2:00 - 3:00 pm	Wake up, washroom, free play
3:00 - 3:45 pm	Snack and group time
3:45 pm	Dismissal for full-day children
4:00 - 5:30 pm	Dismissal for extended care
5:30 pm	The Centre closes

AFTER SCHOOL PROGRAM ACTIVITIES AND SCHEDULE:

Kindergarten (JK/SK)

Each day children will have the opportunity to participate in 30 minutes of outdoor play. Arts and recreational activities will be planned daily by our lead RECE staff.

3:45 pm	Paul Penna DJDS arrival
3:45 pm - 4:10 pm	Arrival of children from neighborhood schools; Free play and snack
4:10 pm - 4:40 pm	Outdoor play
4:40 pm - 5:30 pm	Planned group activity, Dismissal
5:30 pm	Centre closes

Grades 1 to 6

Every day children will be asked to choose one out of three or four activities they would like to participate in according to their grade level. This will allow the participants to be in the same classes as their friends. In every class there will only be 10 to 12 participants in an activity with one to two staff members. Activities are subject to change throughout the year without prior notice.

3:30 pm	Staff arrive at pick up schools
3:30 - 4:10 pm	Participants from outside schools are in transit to the MNjcc
3:45 pm	Paul Penna DJDS arrival
4:00 - 4:20 pm	Arrival of walking students at the MNjcc or Roberts Field (Weather Permitting)
4:20 - 4:30 pm	Snack, put away bags and sign up for selected activities.
4:30 - 5:30 pm	Selected activities, (Parents pick up children)
5:30 pm	Centre closes

We hope that you enjoyed learning about our early childhood centre. Should you have any questions, please don't hesitate to reach out.

We look forward to welcoming your family soon.

Miles Nadal JCC
Downtown Toronto

ECE at the MNjcc

These words describe **our image of the child.** These are inspired by our reflective views and values of ourselves as educators and the children in our programs.

CURIOUS.....RESLILIENT.....
COMPETENT.....INSPIRED.....
AUTHENTIC.....IMAGINATIVE.....
EMPATHETIC.....COURAGEOUS.....
RISK TAKERS.....INTENSE.....
INTELLIGENT.....ADAPTABLE

Prepared by:
The Thomas & Marjorie Schwartz Preschool Centre and the Libbie Cowan Childcare Centre Educators
on April 8, 2021