

בס"ד

GAN CHABAD
HANDBOOK
2016-2017



"WATCH YOUR CHILD BLOSSOM"

MISSION STATEMENT

At Gan Chabad our goal is:

- To care for and educate your child in a safe and loving environment.
- To fill your child's day with creative learning experiences that are enriched with Jewish values and traditions.
- To foster your child's natural curiosity, creativity and social development.
- To encourage the physical, intellectual and emotional growth of your child through the use of our fully equipped classroom centres.
- To view your child as an individual and thus give him/her the necessary attention needed to develop and grow.
- To work in partnership with you, the parents, to create the optimal learning and social experience for your child.

WHO WE ARE

Gan Chabad is affiliated with Uptown Chabad Lubavitch. Uptown Chabad's objective is to present the joy and beauty of Judaism to an ever widening sphere of Jewish families in central North York. To this end, Uptown Chabad hosts a wide array of programming that is designed to engage, educate and inspire Jewish people of every age and background.

We encourage you to learn about the many opportunities to join us in celebrating Jewish life by inquiring with our staff or visiting our website at www.UptownChabad.com.

CONTACT INFORMATION

Location:	147 Overbrook Place
Phone:	416-635-9696
During school hours:	647-894-8533
Email:	yehudis@uptownchabad.com
Mailing address:	51 Waterloo Ave. Toronto ON M3H 3Y1

LETTER FROM THE DIRECTOR

Dear Parents,

Welcome to Gan Chabad Preschool!

We are pleased that you have chosen our school as a “home away from home” for your child.

Having entrusted your child to us, you will be pleased to meet our caring teachers who will shower your child with love and affection.

We offer a creative Jewish learning atmosphere in which your child’s individual style of learning will be valued and nurtured. We will encourage your child to explore the world, learn to be part of a group, and solve problems in a constructive manner. Learning at our school is stimulating, joyous and rewarding.

My experience in growing up in a family of 10 and later being a teacher of preschool children has taught me that education at this young age is crucial to a child’s success. I have always wanted to be an educator of young Jewish children and am looking forward to a wonderful and exciting year with your child.

We have chosen “Gan Chabad” as the name of our preschool. “Gan” is the Hebrew word for Garden. We view each child as a seed, so pure and impressionable, eager and ready to absorb the joys of life in a garden filled with exciting new experiences and the warmth of Judaism.

I have prepared this handbook to outline the methods and policies of our school. Please read the handbook and acquaint yourself with this important information.

Ongoing communication between school faculty and parents is critical. Please feel welcome to call me to discuss any questions or concerns regarding your child’s preschool education and development.

Looking forward to a very fruitful and successful school year,

Yehudis Steiner
Director

PARENT-SCHOOL COOPERATION

Communication:

Open communication between parent and teacher is essential. Your child will benefit tremendously from this interaction. Communication and parent involvement are achieved in the following ways:

Please make personal contact with your child’s teacher at drop off and pick up times.

For extensive conversations, please feel free to set up a suitable time at which point the teacher can give you her undivided attention.

The weekly e-newsletter will report on what is being taught in class and will also feature pictures of your

children in action. We emphasize the importance of reading this email. This is our way of informing you of special classroom activities as well as themes and songs that you can talk about and review with you child. The e-newsletter is also used to relay important information regarding the upcoming week.

Get Involved!

Parent involvement increases the success of our preschool. If you would like to make yourself available to spend time in your child’s classroom to interact with the children or if you have a talent, skill or occupation that would benefit preschoolers, please let us know!

GENERAL INFORMATION

What to Bring to Preschool:

On the first day of preschool, please bring the following:

- A change of clothing: shirt, pants, underwear and socks. (Please label all items.)
- Diapers, wipes, plastic bags (if necessary).
- To teach the Mitzvah of Charity the children will be giving a coin to Tzedakah each day. Please bring a roll of pennies so your child can give his or her “own” money to charity each day.

Child's Clothing and Footwear:

In order for your child to fully enjoy his or her time at school, your child's clothes should be comfortable and easy to take off for toileting. At Gan Chabad, children enjoy messy art and other activities. Please provide clothing that is washable.

Pick Up Policy:

Please be sure to complete and sign the Pick Up Authorization Form. Children will not be released to any personnel not listed on your completed form. Written authorization for any changes is required.

Classes commence daily promptly at 9 am. Supervised Drop off begins at 8:50 am. Pick up is at 12 noon for morning program. Pick up is at 2:55pm for afternoon program.

Kippas:

Please note that once a boy turns three, we encourage them to wear a kippa at school. Please send a kippa that you are comfortable with your child wearing at school as well as clips. If you have any concerns regarding this- please feel free to contact Yehudis.

HEALTH AND SAFETY

Daily Snack:

The school will provide a daily snack that is healthy and nutritious. The snack will include fruit, crackers and a drink.

We provide daily snack and request that children do not bring snacks of their own. We depend on the cooperation of parents in ensuring the safety of all children.

HEALTH AND SAFETY *(continued)*

Nut & Peanut Policy:

It is our responsibility to ensure a safe environment for every child. In order to maintain the safest possible environment, we strive to maintain a strict no nuts and peanuts policy.

Smoke-free environment:

The Gan Chabad Preschool is a non-smoking facility. We appreciate your support of our policy. Please note that there is no smoking in the school building as well as on the property of the building.

Vaccinations and Immunizations:

No child will be admitted into school without immunization forms that are properly updated.

Emergency Medication:

Please be advised that our faculty is not permitted to administer any medication. As such, please do not send any medication to school. Only emergency medication will be administered. Emergency medication includes epipen and asthma inhalers.

Toilet Training:

Gan Chabad does not require children to be toilet trained. When the time is right for your child, please inform us and we will make every effort to work together with you in helping your child through this process.

Minor Injuries and Illness:

The school is well equipped to handle minor injuries such as superficial cuts or bruises. If we have any question as to the severity of an injury, we will contact parents at the emergency numbers we have on file.

If your child becomes sick during school hours we will call you. In the meantime, we will set up a safe and comfortable isolated area where your child can rest until you arrive. If you cannot be reached, the emergency contact on your registration form will be called upon to pick up your child.

Emergency Procedure:

In the event of an emergency, the following procedure will be followed:

We will notify the parents and if they are unavailable, we will contact the person listed on your emergency form. If the emergency contact cannot be reached, we will contact the child's physician. Depending on the severity of the emergency, it may become necessary to call 911 or transport the child to an emergency facility.

All teaching staff are trained in CPR and first aid.

HEALTH AND SAFETY *(continued)*

Emergency Information:

As it is important that parents be contacted in the case of an emergency, our office should be notified promptly, in writing, of any change in address, telephone number, or emergency information.

When to Keep your Child Home:

Do not send your child to school if:

- He/she has a fever or had fever during the previous 24-hour period
- He/she is within the first 24-hour period of taking an antibiotic
- He/she has a **coloured nasal discharge**
- He/she has a constant cough
- He/she is fussy, cranky, and generally not behaving like him/herself
- He/she has symptoms of a possible communicable disease (e.g. pink eye, diarrhoea, flu, lice)

Please remember to inform the school if your child will be absent.

If a child comes to school with coloured nasal discharge, you will be contacted and asked to pick your child up from school. Please understand that even if there are no other symptoms aside from the coloured discharge, the child will not be allowed to stay in school.

Reporting of a Communicable Disease:

The following communicable diseases must be promptly reported to the school office: Chicken pox, Measles, Meningitis, Mumps, Pertusis (whooping cough) and Rubella.**

Prohibited Practices:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (a) corporal punishment of the child;
 - (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
 - (c) locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
 - (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
 - (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
 - (f) inflicting any bodily harm on children including making children eat or drink against their will.
- Section 48 Child Care and Early Years Act, 2014 updated August 2016.

OUR PROGRAM & CURRICULUM

Overview:

The Gan Chabad Preschool is dedicated to creating a nurturing, healthy and happy environment in which children can grow and develop emotionally, cognitively and physically.

Gan Chabad will follow a comprehensive curriculum that includes reading readiness, concepts in numbers, and science. In addition, your child will enjoy a rich and meaningful Jewish program incorporating Jewish holidays and traditions. All of the above is taught through music, art and creative play.

The classroom is divided into learning centers which include blocks, art, dramatic play, books and manipulatives. These learning centers provide the children with choices and the opportunity to actively explore. The children learn by interacting with peers and exploring their environment. Teacher/Child interaction and appropriate materials are important means by which the child learns.

Daily Schedule:

The daily schedule is planned to balance active and quiet times, gross and fine motor activities and child-initiated as well as staff-initiated activities. A detailed schedule of the week's program and activities is posted at the classroom entrance.

Challah Baking:

Children will enjoy baking Challah every Friday. This activity is the highlight of the children's week. The children learn how to roll the dough and braid it. The children later take home their Challah which can be a wonderful addition to a family Shabbat dinner.

The Shabbat Party:

Every Friday, in honour of Shabbat, a special Shabbat atmosphere is created. Candles are lit, the Kiddush is recited and Shabbat songs are sung. Each week, the opportunity to act as Shabbat Ima or Shabbat Abba is given to a new girl and boy. The families of the weekly Shabbat Ima and Abba (i.e. parents and grandparents) are invited to participate in the Shabbat party.

SPECIAL ACTIVITIES

Mitzvot:

At Gan Chabad children learn the importance of performing good deeds and are encouraged to do Mitzvot. Giving Tzedakah (Charity) is an important part of the school program. This is done to develop the children's commitment to sharing with others who are less fortunate. Children will have the opportunity to give Tzedakah on a daily basis.

Mitzvah Note:

Please have your child bring a "Mitzvah note" to school periodically. This is a note written by the parent that reports on a good deed that the child has recently performed. Children really look forward to having their Mitzvahs read aloud by the teacher and shared with their peers. The mitzvah notes will be hung up on the classroom Mitzvah Tree.

Holidays:

We will celebrate Jewish holidays with crafts, songs, stories and plays. Each holiday is turned into a special educational experience and will become a meaningful part of your child's life.

Gan Chabad & Uptown Chabad host holiday programs and celebrations throughout the year that your entire family will enjoy. We will inform you of these events in advance.

SPECIAL ACTIVITIES *(continued)*

Community Resources:

Gan Chabad welcomes special guests who can share a professional interest or hobby with the children. We welcome doctors, police officers, fire prevention professionals, musicians and artists. Please inform the staff of potential resources of this nature.

Jewish Birthdays:

We encourage parents to mark their child's Jewish birthday. Optional classroom birthday parties can be arranged in advance with the school staff. The birthday child's family is invited to attend the birthday celebration.

Our teachers will be more than happy to help you plan and prepare the party and will work with you to make it a memorable celebration for your child. To calculate your child's Jewish birthday, you can use the Jewish birthday tool at www.uptownchabad.com/birthday.

All refreshments brought for the celebration must be certified kosher and parve (non-dairy) as approved by the school. Food should also be nut free.

Please note: If there is a birthday party that will take place out of school and classmates will be invited, the food must be kosher and the party cannot take place on Saturday.

Girls' Night In:

The Girls' Night In is a wonderful opportunity for you to get to know other Gan Chabad Preschool Mothers in a warm and relaxing environment. These events take place in different homes throughout the year, creating a feeling of unity and a sense of community.

Gan Chabad Shabbat Dinner:

Gan Chabad is proud to host family Shabbat dinners a few times throughout the year at the Uptown Chabad Shul on 15 Hove St. The children have the opportunity to sing the Shabbat songs that they have learned in school and say the traditional blessings. Families enjoy the opportunity to interact and experience Shabbat together. The Thursday before the Shabbat Dinner, Gan Chabad mothers are invited to help bake challah and other traditional Shabbat foods for the Shabbat dinner.

Moms & Muffins:

This is a special program for Gan Chabad Mothers and children which will take place on the Friday before Mother's Day- during school hours. Moms will have the opportunity to spend special time with their child and enjoy an interactive activity.

Dad's, Donuts & Dreidels:

This is a special program for Gan Chabad fathers and children which will take place on a Thursday during Chanukah- during school hours. Dads will have the opportunity to spend special time with their child and enjoy an interactive activity.