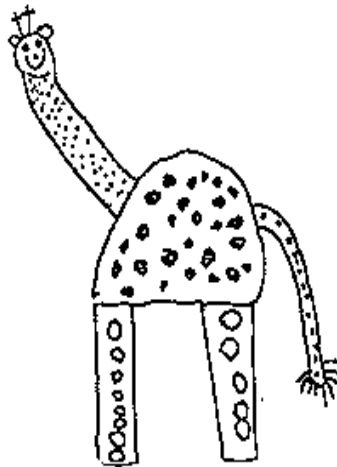


# Gan Yeladim & Yeladim Daycare

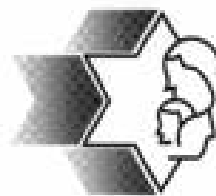
Karen and Gary Simkin Family Child Development Centre

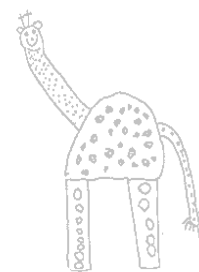


## PARENT HANDBOOK

JEWISH  
COMMUNITY  
CENTRE

GREATER  
VANCOUVER





Dear Families:

We would like to extend a warm welcome to all.

The Karen and Gary Simkin Family Child Development Centre provides a bridge between home and your child's early learning experience. We strive to provide an environment rich in materials, choices, time, space and guidance; one that is geared towards meeting the individual needs of children as they grow and develop during their formative years. One of our goals is to offer each child a balance between nurturing, knowledge, accelerated language, negotiating skills, socialization skills and self-discipline.

Recently there has been a focus on the introduction of early academics to prepare children for adulthood. However, research has overwhelmingly shown that what children really need is the opportunity to play. Play is essential if children are going to develop self-confidence and creativity, the ability to think 'outside the box' and solve problems as they grow in our ever-changing world. It is through play that children learn. It is their work. Children learn about themselves and their world as they play. Ultimately, they learn what acceptable behaviour is, how to articulate their needs and what the expectations are of the people they interact with.

The potential for creative, social and emotional growth during daycare play is enormous. Children explore feelings, fears and emotions in dramatic play. They practice taking turns and gradually begin to recognize the value of cooperating with others as they communicate throughout the day. Respect, independence, empathy, and responsibility follow as they begin to develop friendships while they play. Self esteem is enhanced as they become proud of their connections to their peers and the community they have become associated with.

Our program offers continuous "learning through play opportunities" for physical and intellectual growth. Some examples are:

- children develop gross motor skills on the playground jungle gym
- eye-hand coordination is developed by using a paintbrush on paper
- opportunities to practice sorting, classifying and counting occurs when children set the table in the dress up area
- vocabulary increases as children converse during involvement in imaginative and dramatic play or hear adults dialogue

The list of acquired skills is endless.

Teachers carefully plan and prepare each day in order to maximize the learning potential for children. All activities presented promote perceptual and conceptual development, which is a key to later academic success. Activities are age appropriate and developed with success in mind, to promote self confidence and achievement.

Shalom Daycares operate within the mandate of the Jewish Community Centre of Greater Vancouver. We incorporate Jewish traditions, history, culture and a spiritual component into our daily activities. Hebrew will be introduced as the year progresses. We also incorporate other languages to promote diversity. Our goal is to inspire a love of learning in your child, and an appreciation of Jewish and Canadian heritage.

We look forward to an exciting year with you and your child/ren.

*Your children are not your children  
They are the sons & daughters of Life's longing for itself  
You may give them your love, but not your thoughts  
For they have their own thoughts  
You may house their bodies, but not their souls  
For their souls dwell in the house of tomorrow  
Which you cannot visit, not even in your dreams  
You may strive to be like them  
But seek not to make them like you.*

*Kahlil Gibran*

Jewish Community Centre of Greater Vancouver  
950 West 41<sup>st</sup> Avenue  
Vancouver, BC V5Z 2N7  
Web: [www.jccgv.com](http://www.jccgv.com)  
Phone #: 604-257-5111  
Fax: 604-257-5119

This handbook is designed to familiarize you with the routines and policies in our programs. While some sections of this handbook are specific to different programs, we feel it is important for you to read through the entire handbook in order for you to understand how the different parts of our program operate in conjunction with each other.

<b>General Information.....</b>	<b>Pages 5 – 12</b>
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Daycare - Schedule & Routines.....	Pages 18 - 24
Contact Information.....	Page 25

## Shabbat and the Jewish Holiday Celebrations

Jewish Holidays at the daycares are celebrated through songs, stories, dance, drama, traditions, food and discussion throughout the year. We hope these short descriptions familiarize you a little with the holidays we explore for during our school year. More detailed information will be provided.

We gear our explanations, programming and discussions with the children in an age appropriate way --- with the intent of creating a true appreciation and joy for all children, staff and families who participate.



### SHABBAT

All families are invited to our weekly Shabbat celebration.

Shabbat is an integral part of our weekly curriculum throughout the year. Our Shabbat guests are welcome either in the daycare, the Ethel & Abraham Schachter Atrium, at the Weinberg Residence, Louis Brier, the Isaac Waldman Library or L'Chaim Daycare for seniors. Join us in our blessing of the Shabbat candles, Kiddush wine and challah & singing Shabbat songs. Shabbat is a special day of the week – and we BAKE our own challah!

## Intergenerational Shabbat

We are most fortunate to have the opportunity to celebrate Shabbat periodically at the Weinberg & Louis Brier Residence & L'Chaim Daycare for seniors in the Isaac Waldman Library. Our excursions to Louis Brier have been ongoing for over 14 years now. They have become an integral component of our preschool and daycare programs. We have just started visiting at L'Chaim Daycare.

Celebrating Shabbat with the seniors follows the Jewish tenet of *Tzedakah* - "doing for others." This Jewish value is inherent on the philosophy of our early childhood education curriculum at the JCC.

While it is a meaningful and treasured time for our seniors, it is also meaningful and rewarding to all of us. Experiencing the feelings of warmth and pleasure that emanate from the seniors has confirmed for us over the years that we are providing a special environment for the continuity of the spirit of "Community Shabbat."

When we visit the Weinberg Residence and Louis Brier, we will be sure to have a higher adult ratio than usual. For everyone's safety, please be assured that we are concerned and aware of the high traffic area at 41<sup>st</sup> and Oak Street. We encourage any parent/ guardian/ family/ nanny to volunteer and assist in crossing the street. We will post the dates we plan to go to Louis Brier, in order for you to be able to plan to help, if possible! Thank you for your support!

The dates for B'Tzavta Community Shabbat celebrations, the Weinberg Residence/Louis Brier Shabbat celebrations and L'Chaim Daycare Shabbat celebrations will also be posted.

## CHALLAH RECIPE

### STEP 1:

$\frac{1}{2}$  cup of warm water

$1\frac{1}{2}$  tsp yeast

1 tsp sugar

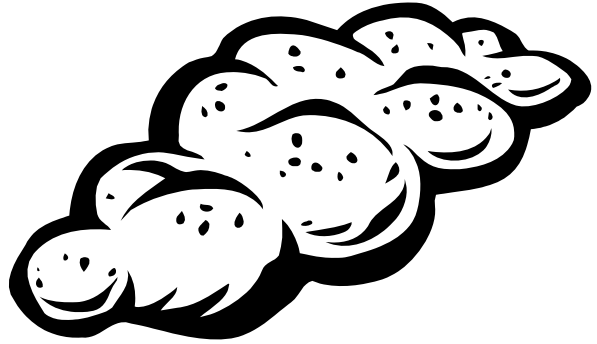
\*Allow to sit for 10 minutes

### STEP 2:

7 cups of flour

2 - 3 tsp salt

\* Make a well in the middle



### STEP 3:

In well add:

4 eggs

$\frac{1}{2}$  cup sugar

$\frac{1}{2}$  cup oil

### STEP 4:

To yeast mixture add  $1-\frac{1}{2}$  cup warm water, then pour into well.

### STEP 5:

Mix all ingredients together. If too wet, add flour. Knead and oil lightly put in pot covered, to let rise for 1 hour.

### STEP 6:

Knead 2 times and braid. Coat with egg and sesame seeds, bake at 350 degrees F for 35 to 40 minutes, or until brown.



## **ROSH HASHANAH**

begins a 10-day period of repentance and prayer, which ends on Yom Kippur. Rosh Hashanah marks the anniversary of the birthday of the world.

## **YOM KIPPUR**

is the holiest day in the Jewish calendar ending 10 days of repentance. It is spent in prayer, meditation and fasting in order to start the New Year with a clear conscience. Yom Kippur is the day people are judged for their actions during the past year.

## **SUKKOT**

is a harvest festival. Sukkahs are set up in the fields to recall the temporary field dwellings which Hebrews farmers traditionally used during harvest time, and the huts that the Jews lived during their journey through the desert from Egypt. Sukkot is observed for 8 days.

## **SHEMINI ATZERET**

is celebrated on the 8<sup>th</sup> day of Sukkot. Prayers are said for rain and good crops in Israel for the coming year.

## **SIMCHAT TORAH**

follows Shemini Atzeret, and is a day to rejoice with the Torah. Marching with all the torahs in a Synagogue is one of the ways to celebrate this holiday.

## **CHANUKAH**

is the 8-day period which celebrates the Jews' victory over the Syrians in 165 BCE and regaining political and religious freedom. Chanukah is also called the "Festival of Lights" because at the rededication of the Temple in Jerusalem, the sacred lamp burned for 8 days on 1 day's supply of oil.

## **TU B'SHVAT**

is a celebration of the trees that bear fruit that sustain all life. This is also a holiday when we become more cognizant of the importance of trees. We plant trees here in B.C. and in Israel. Tu B'Shvat reminds us of the necessity of planting trees for food. We have a mini-Seder with "food tasting" of various traditional fruits.

## **PURIM**

is the holiday, which celebrates the rescue of the Jews in ancient Persia from a plot to destroy them. The King 's advisor, Haman, cast 'lots' and chose this day for carrying out his plans. Esther, the Jewish Queen, discovered the plot and persuaded her husband to spare the Jews. The Scroll of Esther is read in Synagogue, while children twirl "graggers" (noise makers) to drown out Haman's name. Gifts and food are distributed to the less fortunate. Yummy 3-cornered hamantaschen are eaten.

## PASSOVER

commemorates the Exodus of the Jews from Egypt and the beginning of Jewish independence. The name refers to God's "passing over" the homes of the Jews when he sent plagues to Egypt, to convince the Egyptian Pharaoh to let them go. A "Seder", a meal served in a special order, is prepared. At the Seder, the story of the Exodus is read from a book called the Haggadah, and special Passover prayers are said.

## LAG B'OMER

is a holiday celebrated in many ways. A popular and adventurous celebration is the lighting of the bonfires, lasting all night – where people gather, study and sing together, honouring Shimon bar Yochai, the author of the Kabbalistic Zohar (Bible).

## SHAVUOT

marks the end of the early grain harvest, which began at Passover. It may be observed for 1 or 2 days. It also commemorates Moses receiving the Torah (written Law) with its Ten Commandments from G-D on Mount Sinai. One of the traditions during this holiday is to eat dairy.

\*\*\* The following non-religious holidays are also celebrated:

Chinese New Year  
Israel Independence Day – Yom Ha'atzmaut  
Yom Ha'Shoah  
Mother's Day  
Father's Day  
Canada Day

## Security

To ensure the safety of all children in our programs, the Karen & Gary Simkin Family Child Development Centre is a secured area. All entrances/exits are monitored. **All families** will be required to obtain Security Passes from the Reception Desk to facilitate access to our programs.

**For your child/ren's safety, do not allow anyone into the ECE Department with you. They must have their own Security Pass.**

\*JCC Members: Security Passes are included with your membership.

\*Non-Members: Families will need to purchase their Security Passes from the Reception Desk.

## Parking

'Designated Colour' Parking passes are available at the Membership Desk. These passes are to be used in the Pick-up/Drop-off Parking Area only. Please adhere to the TIME LIMIT posted. Tickets will be issued for late stays and/or vehicles without the 'designated colour' pass. Parking Passes for longer stays can also be purchased at the Membership Desk for Non-Members.

## Emergencies

We may need to evacuate the building in the unlikely event of a fire, gas leak or electrical power failure. It will be necessary for us to rehearse these procedures with the children periodically to help ensure their calm and safety. We do this in our rooms and in conjunction with the JCC fire drills.

If an emergency occurs and we have to evacuate, we will locate at the east end of the JCC parking lot. We will remain here until further direction from the JCCGV Assistant Executive Director.

## Open Door Policy

Please feel free to drop by the room at anytime. A phone call is not required. Your child will be delighted by your visit and will take pride in the opportunity to show you around. If we are involved in a Group Circle Time on your arrival, please wait outside the room until it is over, as concentration is broken when adults walk in at this time.

**\*PLEASE TURN OFF CELL PHONES WHEN YOU ARE IN THE ROOM\***

Please Note: Parents are reminded that what they see and hear in the classroom is **CONFIDENTIAL** and only to be discussed with teachers.

## Parent Committee

We encourage you to participate at a committee level – where parents and teachers plan programs, fundraisers, etc., and suggest policies for Shalom Preschool & Daycare. An active and dynamic parent committee compliments the richness and quality of the preschool/daycare year. This committee forms part of the working structure from which all good things happen! This is your opportunity to support the teachers and be involved in shaping your child's program. Please speak to the Director if you are interested in becoming involved.

## **OUR PHILOSOPHY**

Discipline provides the learning process by which children develop socially acceptable and appropriate behaviour. Discipline involves the continuous process of guiding behaviour. Developing critical thinking and negotiation skills are modelled and encouraged. Self-discipline, a strong sense of integrity and self help skills are highly valued goals.

We utilize a variety of approaches and options in guiding and caring for your child. These include:

- Acknowledging children's feelings, thoughts, ideas and requests.
- Establishing clear, consistent and reasonable limits in a positive manner.
- Involving children in problem solving and critical thinking processes.
- Letting children experience logical consequences in a safe and supportive way.
- Giving choices when appropriate.
- Modeling listening skills.
- Giving children full attention during conversations.
- Being respectful and culturally sensitive consistently, to ensure a child's integrity and self esteem remains intact.

### **Some Tips on Assisting Children When You Help In Our Childcare Rooms**

- Empower children by helping them when they look or sound frustrated or when they seem unable to self soothe.
- Encourage children to use their peers as resources to help each other.
- Allow children to be creative without direction. They create within their own perception. Avoid making "Art Models".
- Validate children's feelings: i.e. "I see that you are upset," rather than "Don't be upset."
- Be positive rather than negative: say, "Walk in the hallway, please", rather than "Don't run."
- Describe behaviors rather than the child: i.e. "I see the building is knocked down," rather than "You knocked down the building."
- Use specific words instead of labels: i.e. "It was helpful for you to do----" rather than "You are a good boy." Or "Look at the bright colours you used," rather than "It is good, pretty, beautiful, etc."
- Use open ended comments: say, "I wonder how we can fix it?" rather than "Fix it this way."
- Give the child a choice only when there really is one.
- Know it is o.k. to ignore minor misbehaviors.
- Be honest to your own feelings: say, "I feel uncomfortable when this happens."

- Talk in a simple, direct, and calm manner.
- Timing and pace are important skills to practice.
- Become comfortable with silence; listening to children. Avoid talking too much to children ~ less is often more.
- Reinforce the safety/routine expectations: i.e. "At school it is important to slide down the slide." "I hear the teachers say it is clean up time."
- Bring your sense of humor into the classroom.
- Learn children's names as soon as possible.
- Keep eye contact with teachers in order to work as a team and ask for help when needed.

### **When You Talk To a Child:**

- Getting comfortably close and down at a child's eye level puts him/her at ease.
- Eye contact tells the child he/she has your attention, which helps him/her feel:
  - Validated -- Important -- Acknowledged
- Face and head, arm and hand movements encourage communication by demonstrating:
  - Interest (desire to hear more)
  - Acceptance ("I understand")
  - Appreciation of him/her and his/her words
- Your relaxed, attentive body language puts the child at ease and he senses caring and validation of worthiness.
- A touch can communicate:
  - Warmth -- Empathy -- Caring
- Your whole body can say, "You are important to me" which helps to build a sense of security and trust between children and adults.
- Avoid chatting with other parents while in the classroom. Socialize after school please, NOT in the classroom!

## **POLICIES AND PROCEDURES**

### **A. FOOD**

**Kosher Food:** The Early Childhood Education Department serves food that is labelled kosher. Any pre-packaged food brought into the ECE Department and served in the program (i.e. birthday cake) must have a Kosher symbol on the container. There is information online regarding Kosher symbols and products.

**\*Please note that the ECE Department's kitchens and rooms are not regulated by a Rabbi.**

**Special Diets:** If your child requires a special diet (i.e. strictly kosher food, gluten-free, dairy-free, etc.), please provide these foods in individual portions in a labeled container. When an activity, such as baking, takes place, we will let you know ahead of time.

**The Karen and Gary Simkin Family Child Development Centre is a "NUT FREE ZONE."**

**Please keep all nuts, nut products and foods containing any nuts out of the ECE Department.**

As we are promoting healthy eating habits, your cooperation in keeping candy, gum, popcorn, chips, pop and chocolate at home, is much appreciated.

### **B. HEALTH**

#### **When A Child Is Too Ill To Attend:**

Children in early childhood education programs are grouped together at the ages when they are most susceptible to infections. To determine what is a significant illness in a child is difficult for both parents and staff. There are three important issues in determining when a child is too ill to attend a program.

1. The protection of other children from communicable diseases
2. The comfort and safety of the child who is ill
3. The capacity of the staff to look after an ill child

**With these issues in mind the following guidelines are given:**

1. Any child too ill to participate in normal activities of the daycare should stay at home. A doctor's note may be required (at the discretion of the staff) to return to the program.
2. Children with upper respiratory infection and **no fever** need not be excluded for the protection of other children. Respiratory viruses are so common that it does not make sense to single out for exclusion those who exhibit minimal symptoms.
3. Children on antibiotics for at least 24 hours, who are otherwise well and have been fever-free for 24 hrs, need not be excluded.\*
4. Children with suspected or known measles, mumps, rubella or chickenpox should be excluded until non-infectious. Children with generalized rash and fever are suspect of having measles and should stay at home.
5. In addition to the illnesses mentioned (4) above, there may be other less common communicable diseases, which would necessitate exclusion for a period of time. In the case of diagnosed communicable diseases, the childcare centre will advise the Public Health Nurse at the local health unit.\*
6. Children with a chronic symptom such as persistent cough or persistent fever warrant medical evaluation. Once appropriate medical evaluation is obtained, they need not be excluded from the childcare program unless they fall under the terms of 1, 4, or 5 above.\*
7. Whenever a child attending a program develops new symptoms of illness (whether mentioned above or not) or has worsening symptoms, the parent will be notified to take the child home.\*
8. Children with gastro-intestinal illness (i.e. vomiting, diarrhoea) must stay at home \*for 48 hours after the incidents have stopped to prevent spreading of germs to other children.
9. Children with fever should be excluded until fever subsides on its own (without medication). Children should not be brought to the program even after Tylenol (or other over-the-counter medication) has been taken to decrease temperature.

**Children should be "fever free" for 24hrs without medication before returning to the center, unless otherwise notified.**

If your child becomes ill at the Centre, we will call you and keep him/her comfortable until you arrive. If you receive a call to pick up your child/ren, it is imperative to call the Staff immediately to make pick-up arrangements. Make sure that the information you provide is up to date so that we can contact you quickly in case of an emergency.

\*Children attending daycare for the 1<sup>st</sup> time are often more susceptible to getting ill during the first few months. Please plan for alternate care during this time.

No medication will be administered **unless ordered by a physician**. You will need to sign a consent form before we can accept the responsibility of administering medicine of any kind. Please ask staff for a Medication Consent Form.

We are prepared and equipped to administer first aid when necessary. The services of a public health nurse, a health department psychologist, a speech therapist, an audiologist to check hearing, and an optometrist to check eyes are all available to your child.

#### **\*Reference**

Trump C.E., Kasrasic R: Management of Communicable Disease in Daycare Centers. Pediatric Annals 12:3, Pages 219-229

**VANCOUVER/RICHMOND HEALTH BOARD  
COMMUNITY CARE FACILITIES LICENSING  
Tel. No. 604-736-2866**

### **C. CHALLENGING BEHAVIOURS**

In daycare situations, we may encounter persistent behaviours that are severely disruptive and challenge the safety and security of a program. If a child's behaviour is physically threatening to the well-being and safety of other children and/or staff and additional supports to accommodate the child are unavailable, the family and staff must enter into a dialogue to evaluate the situation. The evaluation process may include the following:

The centre staff will complete observations on all children. If there is a child requiring continuous support, the observations on this child will be discussed with the enrolling parent/guardian. The goal would be to work together as a team with the family.

A plan will be implemented to help the child and family. If the plan is not successful, the family will be consulted. Other options will be explored with the family.

If the family/guardian refuses to avail themselves of outreach and support systems available and, if staff feels resolution to the problem cannot be achieved in this setting, the family will be required to remove their child from the program.

#### **D. CONTINUATION OF SERVICE IN THE EARLY CHILDHOOD DEPARTMENT**

At the Karen & Gary Simkin Family Child Development Centre of the Jewish Community Centre of Greater Vancouver, the teachers are committed to providing a caring and supportive environment for all children and families. We strive to offer programs for diverse needs. However, from time to time, there are situations where accommodation is not possible and we must ask a child and their family to leave the program.

*Recurrent Late Pick Up:* The centre is unable to satisfactorily resolve problems of Late Pick Up with a family.

*Payment in Arrears:* Fees for service are not paid according to the signed Registration / Withdrawal / Cancellation form, Parent Agreement form and successful resolution of differences cannot be achieved.

*Change In Custody:* Custody status changes and the child's new custodial parent/guardian wishes to withdraw.

*Abuse and Harassment:* A family member harasses, threatens abuse or commits a violent act towards a staff member, child or other family involved in the child care program. We have a zero tolerance policy towards abuse and harassment.

#### **E. POLICY FOR PROCEDURAL FAIRNESS**

The purpose of this policy is to ensure that families are aware of their options should differences arise concerning JCC preschool and daycare programs.

Early childhood education strives to give children the tools to resolve their problems peacefully. However, at times they need guidance. Adults are no different! Sometimes, we also need assistance to resolve differences in a fair and objective manner. The Karen & Gary Simkin Family Early Childhood Development Centre at the JCCGV strives to resolve differences of opinion in an

open, honest way, striving to serve the best interests of families and children, while supporting our professional staff. These guidelines are to inform families of the proper procedure should differences arise concerning a preschool or daycare program.

**1. Teachers First:**

Families should discuss the problem with their classroom teacher(s). Honest discussion to identify the problem and to seek resolution is encouraged.

**2. Director of Early Childhood Education Department:**

If a satisfactory resolution is not possible between the family and teacher(s), either party may involve the Director. Any serious concerns should be brought to the Director's attention in writing. The Director will review the relevant information and meet with all parties to clarify the issues of disagreement.

**3. Assistant Executive Director of the JCCGV:**

If the problem is not resolved satisfactorily, the Assistant Executive Director of the JCCGV will be invited to take part in the process. The Assistant Executive Director, in conjunction with the Early Childhood Education Department Director will make a decision on the dispute and will provide a written response to all parties concerned.

**4. Executive Director of the JCCGV:**

An appeal of the decision of the Early Childhood Department Director and Assistant Executive Director may be made in writing to the Executive Director of the JCCGV.

*Please note that the JCCGV guarantees that there will be no negative consequences for families or children who seek to resolve their differences through this process.*

*Any family may choose to contact the Director of the Early Childhood Education Department about any concerns regarding the health, safety & security of the children, the environment and/or any of our policies.*

**\*PLEASE KEEP TOYS AT HOME\***

It has been our experience that toys from home get lost or broken in our programs. They can create a contentious environment and have, in the past, been cause for strong disagreements between children. Your unqualified support in this area is necessary in order for the flow of the program to be unencumbered.

## Daycare Schedule

Our program operates **12 months** a year. We observe Jewish holidays, all statutory holidays and Boxing Day. The daycare is closed for 3 professional development days each year. For these and other important dates, please refer to your Daycare Calendar. The staff rotates to glean 1 other professional development day, and on those days we will operate with a substitute teacher.

Gan Yeladim Daycare operates with 4 Early Childhood Educators with a maximum of 20 children. Yeladim Daycare operates with 3 Early Childhood Educators with a maximum of 16 children. From time to time, you may see a practicum student or a volunteer in our rooms. Please introduce yourself!

### **Gan Yeladim & Yeladim Daycare**

**7:45 AM – 5:30 PM**

**Monday, Tuesday, Wednesday, Thursday, Friday**

#### Daycare Schedule (example)

7:45 Daycare opens ~ Inside free play & open snack  
9:00 Inside/outside play  
10:00 Snack time  
10:30 'Circle Time'  
11:15 Outside or gym play  
12:00 Lunch  
1:00 Rest/nap time  
2:00 Free play inside/outside  
4:00 Snack time  
4:30 Outside play  
5:30 Daycare closes

**JCCGV Daycares close at 5:30pm. If your child is picked up after 5:30pm a Late Fee will apply. A fee of \$10.00 for the first 15 min or portion thereof, plus \$1.00 per minute thereafter, per child will be levied. Fees must be paid within 5 days of tardiness to your child's teacher.**

From October to April and at certain Jewish Holidays, the JCC closes at or before 6 pm. Pick up for Gan Yeladim & Yeladim Daycare will be at regular times (except erev Rosh Hashanah, erev Yom Kippur and erev Pesach) from the southeast doors of the JCC (If you are facing our usual entry doors, the southeast entrance is about forty feet to your left). These dates are listed in your Daycare Calendar and reminders will be posted.

**Parent Agreement form, Registration form,  
Registration/Withdrawal/Cancelation Policy form, Emergency  
Consent card, Immunization Records, Field Trip Consent/Photograph  
Permission form, Earthquake "Comfort Kit" items & All About Me form  
must be completed and brought to the Parent Orientation meeting or  
the first day of your Gradual Entry.**

### **Gradual Entry**

Gradual Entry occurs in all preschool and daycare rooms. It provides an opportunity for the separation between you and your child/ren to occur in a gradual and positive manner. This intake process also gives your child time to adjust to new routines, new activities and new people.

In order to assist families with the transition to a new child care centre, gradual entry will be arranged by the staff on a family by family basis. Gradual entry is a common childcare process where during the child's first few days, they attend the centre with a gradual build up of hours each visit. Families should be prepared to spend some time with their child during the first couple of days of gradual entry until the child has established a comfortable, trusting relationship with the staff.

#### **Gradual Entry Schedule:**

- Day 1** 9:00 – 11:30 am - Free play, Snack, & Outside play
- Day 2** 9:00 – 12:15 pm - Free play, Snack, Outside play, Circle & Lunch
- Day 3** 9:00 – 3:00 pm - Free play, Snack, Outside play, Circle, Lunch, Nap/  
Quiet time & Free play
- Day 4** 9:00 – 4:00 pm - Free play, Snack, Outside play, Circle, Lunch, Nap/  
Quiet time, Free play & Snack
- Day 5** 9:00 – 4:30 pm - Full day but early pick up
- Day 6** 9:00 – 5:30 pm - Full day but early pick up

## Arrival & Departure

**We are a licensed facility. It is MANDATORY to sign in/sign out daily, on the Sign In/Sign Out Sheet when dropping off and picking up each day for safety and licensing regulations.** Please write in your estimated departure time.

Please plan to arrive and pick up your child at your designated times. **Always let the teachers know when you & your child have arrived and when you are leaving at the end of each day.**

If your child is going to be absent please call in the morning to let us know, by 9:30am. You may leave a message at 604-257-5111 ext. 319 ~ for Gan Yeladim Daycare or ext. 318 ~ for Yeladim Daycare. If you will be arriving after 9:30 or are going to be late in picking up, a phone call is necessary to allow spontaneity in the program.

Parent information will be e-mailed or placed in adult cubbies as required. Always check your adult cubbies, E-mail and the bulletin boards.

A "Sign In/Sign Out" sheet will be near the door of your child's classroom. Let us know who will be picking up your child other than you (those persons may be asked to show the staff Picture ID) and/ or what programs your child will attend during daycare hours (e.g. swimming, ballet etc.). Please write this information down under "Comments." **We will not allow a child to leave the rooms with anyone other than those designated by your request.**

## Sharing Information

If any significant changes occur during the school year – i.e. new home, planned holidays, out-of-town visitors, or sickness in the family – please let the staff know. Often, this information aids us in assisting a child through what could be impacting him/her.

## Parent Involvement

We encourage you to share your occupation, culture, interesting experiences, musical talents, and skills in any area with the children as part of the program. This will enrich our program and the entire group will benefit from your contribution. Please arrange for a mutually convenient day to come in and share your knowledge.

## Extra Classes

There are many activities that the JCCGV provides during the year. If you wish to enrol your child in these programs, please take into consideration that the daycare staff will not be able to attire your child appropriately or leave the room for drop off or pick up. Many times other families will have their child enrolled in the same programs and therefore, you may be able to make arrangements with them or the program instructor.

## Food Guidelines For Daycare

Food is a very important part of your child's day. Staff will try to ensure that each child receives sufficient nutritious food every day. Our daycares have a "non-push" philosophy and we carry this idea to the snack and lunch table. Staff will not force a child to eat, but will provide encouragement and sufficient time. Staff will allow the child to make a choice of what to eat first.

As the mandate of the Jewish Community Centre of Greater Vancouver to be respectful of families 'keeping kosher', JCCGV Preschools & Daycares have a "meat-free", "shellfish/scavenger fish-free" Food Policy. Please ensure that your child's lunches **do not include** these products.

A list of food guidelines will be given to you to clarify what will be considered '**acceptable foods**' to be put in your child's lunch & snack. Please be aware that 'unacceptable foods' will be sent home with a note explaining why. We will discuss with children, about the value of eating nutritional food and we enlist you to be aware and do likewise.

We will endeavour to be **nutrition-oriented** and have a **nut & sugar free** (except on special occasions) program and we appreciate your commitment to this.

## Lunch

Families are asked to provide a nutritious lunch. Small portions of a few food items are recommended as it allows for choice. A nutritious lunch may include a sandwich, yogurt, biscuits, a vegetable and a fruit. Please be aware that lunches that need heating may be brought to daycare as we have a microwave, as well as, a fridge to keep lunches cold. Also, remember to label your child's name on lunch bags and containers.

## Snack

Please bring a washed, whole fruit or vegetable to daycare, daily, to share for snack time. \$30 is required from each child at the beginning of the year to cover the cost of kosher cheese & crackers. The daycare will also provide additional nutritional foods for snack time in the afternoon. There is 1 snack time in the morning and 1 snack time in the afternoon. However, children have access to their lunch bags throughout the day and have the opportunity to snack whenever they are hungry.

\*See page 13 for additional information

## Allergies

It is important to inform staff of any food allergies and/or sensitivities your child may have.

Other child/ren attending the daycare may have severe allergies. We may ask you not to bring a specific kind of food when necessary. Please read your e-mails, newsletters and flyers diligently in order to comply with restrictions that will be listed.

## Birthdays & Special Events

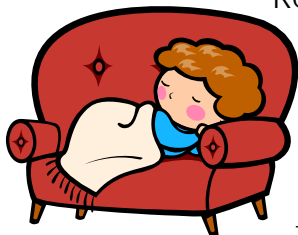
For your child's special day we will have a 'Birthday Circle' in the afternoon (approx. 3:45 pm) where we will sing "Happy Birthday" in Hebrew, English & other languages. As a baking activity we will bake a birthday cake/loaf that day. If you wish to provide cake or cupcakes instead please discuss this with the teachers prior to your child's birthday to ensure that the treat is Kosher and allergy-free.

We request that families **refrain** from distributing birthday & party invitations through children's cubbies, adult mail pouches or any other way inside the preschool/daycare areas. Please distribute all cards/invitations (i.e. birthday, St. Valentine's Day, Easter, etc.) directly to families' home addresses. Class Lists will be issued in the fall.

## Toileting

If your child is not yet toilet trained, we will be happy to work with you and your child/ren when they are ready.

## Resting/Napping



Rest/nap time at one o'clock is a part of our routine. Children are never forced to sleep. Everyone rests on a mat and after 30 – 45 minutes, the children who do not fall asleep go into the main room to do quiet activities until everyone wakes and snack is served.

Resting – downtime – is an important aspect of a child's day when they are spending a full day on the premises. It is restorative, calming, re-energizing and provides each child with an opportunity to have some private and designated time (within a group) for independent thought, imagination and self-directed focus.. This balance is crucial in everyone's day!

Hopefully, this explanation clearly shares our goals for rest time and assures you of our motivation for quality and optimum child care for the children at JCC daycares.

### **Naptime Supplies:**

(labeled clearly)

- 1. Small Sheet (crib size)**
- 2. Small blanket**
- 3. Pillow case (to hold bedding)**
- 4. Sleep cuddly toy (stuffed animal)**

Bedding items will be sent home every 2<sup>nd</sup> week for laundering.

## Clothing

It is important for children to have comfortable clothes that can be *worn without worry* of soiling or staining. Some materials used at the centre inevitably find themselves on children's clothes, and stain. Accidents do happen.

Please leave a **complete change of clothes** in your child's cubby:

1. Underwear or diapers w/ wipes
2. Socks
3. Pants/shorts
4. Shirts, long & short sleeved

It is policy that children wear closed-toe/heel shoes at daycare for safety. NO SANDALS of any kind. Children should wear socks & shoes EVERYDAY.

**Appropriate outdoor wear is essential** as children spend time outdoors EVERYDAY, rain, snow or sun. Depending on the season, it is convenient to leave these items in your child's cubby at all times.

- Rain hat
- Rain pants a.k.a "Muddy Buddies"
- Rain boots
- Indoor shoes for when they arrive in boots.
- Snow pants/suit
- Toque & gloves
- Warm coat
- Sun hat & glasses

**\*PLEASE LABEL EVERYTHING\***

## General Information

Children have always been an integral part of the Jewish Community Centre's history. They continue to be involved in programming such as:

- B'Tzavta Community Shabbat Celebrations
- Annual Ellie Slavin Chanukah party
- Annual Purim Carnival

The children get much enjoyment in using the David Sears Family Gymnasium, visiting the Sydney and Gertrude Zack Gallery and story time in the Isaac Waldman Jewish Public Library. Our children's early childhood experiences are enhanced and enriched by their association with this vital community establishment.

**SNOWFALL:** In the case of heavy snowfall, listen to CBC AM 690 Radio or call the Reception Desk @ the JCCGV, to see if we are open.

### Karen & Gary Simkin Family Child Development Centre

JCCGV Phone#: 604-257-5111

Gan Yeladim Daycare: ext. 319  
Email: [ganyeladim@jccgv.bc.ca](mailto:ganyeladim@jccgv.bc.ca)

Yeladim Daycare: ext. 318  
Email: [yeladim@jccgv.bc.ca](mailto:yeladim@jccgv.bc.ca)

**EMERGENCY CELL #'s: 604-760-5155 / 604-657-3067**

Susan Hoppenfeld, Director  
Direct Line: 604-257-5162  
Email: [shoppenfeld@jccgv.bc.ca](mailto:shoppenfeld@jccgv.bc.ca)

