



## **John Ross Robertson Preschool Mini Handbook**

Welcome one and all to John Ross Robertson Child Centre's Preschool Programs Executive Director/Supervisor is Mosez Kanatkin

R.E.C.E. Assistant Director/Staff is Nasrin Askari RECE

Office hours are generally 10:00 A.M.-5:30 PM . Main line: 416-484-4825

Director's Cell: 416-670-5583 E-mail: [moseboni@yahoo.ca](mailto:moseboni@yahoo.ca)

Groupings: Our morning Nursery/Preschool Program is divided into two groups that we have fondly named Dolphins and Pandas. Each group is composed of a random blend of ages ranging from 30 to around 43 months. Every attempt has been made to pair friends with each other but we cannot guarantee a switch from one group to another or placement in a given group since groups could easily become disproportionate in size.

RECE Teachers and Other Staff: Your combined teaching teams consists of 6-7 experienced, creative and fun loving early childhood educators. Please see our fall newsletter for staff assignments and staffing changes. Augmenting our already experienced and talented educators, we have 3 outside resource teachers who come in once a week to provide enriching programs designed to stimulate body and mind. Continuing for the third year is a weekly Yoga program taught by Mai Meret who has been an early childhood educator for the past 30 years and a certified children's yoga instructor for the past 15 years as well. Either Mai or one of her associates will be visiting us every Monday morning.

Returning again is Musical/Drama Specialist, Melissa Donheim of "Kids Can Boogie Too" who will be visiting bi-weekly to provide a fun filled drama movement program. She and Pepper her lovable puppet friend will delight the children with music, movement and a flare for drama. Wherever those two go the bubbles will flow.

Kindermusik Program: Also returning for her third season is music specialist Larissa Dorovko. Kindermusik is an internationally recognized program that systematically teaches children the rudiments of singing, music and rhythm in a very fun way utilizing Suzuki, Orff and other internationally recognized music teaching methodologies. More information is available at [www.kindermusik.com](http://www.kindermusik.com).

Operating Hours and Days: 9:15 AM-11:30 AM daily for morning Nursery School children

7:30-6:00 for All-Day Preschool & 7:30-3:00 PM for Part-Day Preschool

**Typical Attendance:** Monday to Friday for full time clients Mon-Wed-Fri for three- day a week clients Tues. and Thurs. for two day a week clients.

Four day option is also available M-W-F + either Tues. or Thurs. Other combination of days may be allotted at the Director's discretion.

An e-mail will be sent to advise you of your child's group and teachers. Special Occasions: On special occasions such as concerts or seasonal parties, children who attend two, three or four days will be invited to join their peers on what is usually an off day for them so that no one will miss important events. We only ask that a caregiver be in attendance and take the child home once the party or event is over. Days that Nursery School is closed (see Calendar or Newsletter on our website for exact dates) All JRR School Professional Activity Days: All Statutory Holidays, Winter Break, Family Day, March Break Easter Monday The last day of Nursery School for the year will be Friday June 16 which is also our year end/graduation party. On that day all children, siblings, parents, nannies, family members and friends of graduating children are invited to join us in celebrating this wonderful graduation milestone. Children in All-Day and Part –Day Preschool as well as those attending our FDK before and after school programs will continue in daycare until the last School.

Arrivals and Departures: The Nursery School program starts at 9:15 AM and ends at 11:30 AM sharp. Children in All or Part- Day Preschool may attend any time after we open at 7:30AM and may stay until 3:00 or past 3:00 and as late as 6:00 PM as applicable. Please note that for Nursery School children arrival and departure times are to be strictly adhered to, as there are other childcare programs both before and after Nursery School that are staffed by the same teachers. It is not usually a problem if children come a little after 9:15 AM but those who arrive earlier mayl be asked to wait outside or in the hall until teachers are ready to receive them.

**Late fees:** We will give you 5 minutes of grace time after which \$1.00 per minute cash will be charged after 11:35 AM, 3:05PM and 6:05PM for latecomers. Drop-off and Pick Up Procedures (subject to change by staff) Nursery School Drop-Off: 9:15A.M. in your child's assigned Nursery School Room, adjoining hallway or eventually, the preschool playground next to the parking lot. Notice of exact location will be communicated by your child's teachers. Once children are more familiar with the indoor environment and are comfortable with being separated from their parent or caregiver, we might start the morning out in the playground so that we can let everyone benefit from a little gross motor exercise before we go indoors for a variety of fun and educational activities. This is especially beneficial during cold weather months to avoid having heavy clothes being put on and taken off any more than is necessary.

**During Inclement Weather:** All Parents and caregivers will be asked to drop children off indoors ensuring that all outdoor clothing is taken off, hung up and that children are taken to the washroom prior to drop off in class. Although frequent washroom trips are made during our program time, it is imperative that children start off comfortable and ready, before commencement of daily activities.

**Authorized Pick-up:** All parents/guardians have been asked on our registration forms to list people other than themselves who are allowed to pick-up their child(ren) without further verification from our staff. Children will not be released to persons who are unlisted on our forms unless we have received prior notification from a parent or guardian by e-mail, written note or by telephone. If parents are the only persons picking up please indicate accordingly. If you would like your child to be picked up by another child's parent or nanny and they were not previously listed on our forms, please make sure that you phone us, tell a teacher at drop off or write a note in our communication book next to the phone in each room. Caution: Please do not use e-mail to convey any information that must be picked-up in a timely way by teachers, since there is no guarantee that e-mail will be read in time. Use e-mail for info that is being conveyed a day or more ahead of time and doesn't have an immediate deadline. Also please make sure that you receive a reply before assuming that the message has been received and been acted upon.

**Communication Books:** Are available next to the phone in the middle of each room, where information may be written in advance to alert us to upcoming changes. Staff read this book several times daily. When picking up children, please make direct contact with a staff member to ensure that your child has been signed out.

**Toilet Training:** Though we prefer to admit toilet-trained children into our program, we recognize that some children may not have completely consolidated their skill level at the time of admission and that is perfectly fine. We do advise that parents at least begin the process of toilet training before child starts Nursery School. As most of you know, we do not have toilets in our Dolphin and Panda rooms but do have them close by in the hall.

**Extra Clothes, Pull Ups :** We ask that all parents supply us with two sets of extra clothes so that we never run out when the need is greatest. Please label clothes and backpacks with your child's name. The centre cannot be responsible for lost or missing clothing. If your child is using diapers and pull-ups please check daily to ensure that an ample supply remains at the centre along with any creams required. Our staff has a lot of experience in toilet training children and may at some point request that you send your child to school with underwear instead of pullups or diapers. We have found that children toilet train a lot faster when they are better able to feel what they have produced. We request that you partner with us by creating opportunities to continue the training outside of school as well.

**The Daily Schedule and Program Plan:** is designed to maximize creative learning and socialization opportunities, ensuring that individual as well as collective needs are met in an unhurried, loving and friendly environment. Children learn best through play and through the unhurried learning of routines and the gradual acquisition of new skills. Program plans are usually posted in either a two- week or monthly format on the parent info board so that caregivers will know what activities are going on at the center each day. Teachers reserve the right to make spontaneous changes to fit the interest levels of children as they play and learn in an organic and interactive manner.

**Family Photos:** We will begin our year with the learning of routines and segue into our theme of "All About Me." If you haven't already done so, please collect photos of your child in family situations or on

their own at different age levels and submit them to staff in the first few days of school. Or email them to us as attachments and we will print them. We feel that the best place to start learning about communities is by sharing information about ourselves and our families.

**Monthly Fees:** Nursery School (9:15-11:30) Five Days = \$535 Four Days = \$475 Three Days = \$405 Two Days = \$335

All Day Preschool: (7:30 AM-6:00PM)-\$1275

Part Day Preschool (7:30AM-3:00PM)-\$980 Part-time fees available on a limited basis-speak to the Director to discern availability and fees.

**Fee Payment Method:** All fees are calculated on a monthly basis and paid by post-dated cheques dated for the first of each month, made out to JRRCC.

All non-subsidized parents must pay a non-refundable fee deposit for the first and last month of the program. Most of you have done this by the time you read this. The last month is always deemed to be June whereas the first month may vary depending on when individual families register and gain admission to the program. A series of post-dated cheques must be tendered for all months of the program at the same time to avoid later confusion and additional administrative work load. In the past some clients have opted to make one payment for the entire year. This option is always welcome and useful for families who wish to claim the entire expense on their taxes in one calendar year as opposed to two.

**Fee Rationale:** Monthly fees have been averaged out to take shorter months of service into account so there is no reduction of fees in September, December, March and June. Absences due to illness or family vacations do not impact fees. Fees will be the same each month regardless of actual attendance. There is a charge of \$20.00 for NSF cheque returns. Please advise us if your bank has contacted you about an NSF matter and please rectify the payment situation with our Director ASAP.

**Withdrawal from the Program:** One month's written notice is required for termination of service or reduction in the number of days used. In the case of withdrawal before the end of the year the June fee deposit cannot be used as that month's payment and is therefore forfeited by the client unless another client of the same age can replace the original one immediately after the notice period is up. In that case 75% of the June Deposit may be refunded. In the rare event that a child's behaviour or developmental level does not meet reasonable benchmark standards for that age group, a meeting with parents will be held to determine whether the child should be withdrawn until a later date.

**Tax Receipts:** Will be issued upon request in February and March for all services rendered in the previous calendar year. Clients who only started in September or later will only be able to claim the number of months that they have been enrolled up to December 31, unless payment for the entire school year is made.

Registration Information: Prior to enrollment parents must submit all registration forms including up to date immunization history or exemption & previous history of communicable disease.

**Emergency Contact:** If an emergency or illness occurs it is very important for staff to be able to reach a parent, caregiver or other designated contact person. Parents who have cell phones should ensure that they are on during our operating hours or leave alternate instructions such as a the number of a receptionist/secretary or work colleague that would be able to reach you on our behalf.

**Licensing:** is done by the Ministry of Education, on an annual basis. Our License is posted on the bulletin board by the entrance. Additionally, we are inspected by the City of Toronto Children's Services Division, the Health Department, Fire Department and TDSB Health and Safety Team.

**Governance:** A volunteer Board of Directors who are comprised of seven parents govern the Nursery and Day Care programs They meet monthly to hear reports from the executive director/centre supervisor, the treasurer or secretary and to approve budgets, new programs and other business that is necessary to fulfill their fiduciary responsibilities.. The names and phone numbers of the officers and directors will be posted on the parent info boards. Board Directors are not involved in the day-to-day operation of the centre. That is the responsibility of the Executive Director and staff. Any issues or concerns that cannot be handled by a meeting of parents & teachers must be brought to the Executive Director, Mosez Kanatkin. The Executive Director is accountable to the Board and the rest of the staff and contractors are hired by and accountable to the Executive Director.

**Health Issues:** Children who exhibit signs of illness such as fever, diarrhea, bad cough, nasal discharge, prolonged shortness of breath or severe rash should not be brought to school. The Day Nurseries Act mandates that staff check children as they arrive and send home those that seem too ill to participate in all the activities. If a child cannot play outdoors, he or she must be kept at home. Once the program is underway, teachers may still call home requesting an early pick up if they feel that a child is too tired or ill to participate appropriately in the full morning program. Children who are sent home with acute symptoms may not return to Nursery School for at least 24 hours. Children's allergies or asthma should be discussed with staff and properly documented.

**Peanut-Nut Free Zone-Anaphylaxis:** JRRCC endeavours to provide a peanut and nut-free environment. We therefore, do not permit any nut or peanut products into the childcare centre. Since we do have a daily snack and lunch for, please let us know whether your child(ren) have any dietary restrictions. Additionally, for the safety of all concerned we will not permit in, any food from outside the centre. However, parents, who wish bring in treats for a special occasion should first inform staff and must purchase them commercially showing a nut/peanut free label. If your child requires special food from home please notify the supervisor in writing before sending it in and if allowed by JRRCC, please label it with your child's name and append any other pertinent information if applicable. If your child has a potentially anaphylactic allergy, special forms with your doctor or nurse practitioner instructions for using Epipens or other medication must be filled out, signed and posted. A recent photo of your child must accompany the form. Parents who have a potentially anaphylactic child must train the staff about their child's allergy and sign-off that this has been done.

**Outdoor Play:** Is part of a healthy daily program plan and is always incorporated into each morning's activities unless the weather or ground conditions make it unsafe to do so. As stated previously, parents

are asked not to bring children to the program if they are not well enough to go outdoors. Staff members are not routinely available to stay inside for one child. Trips in the neighbourhood are taken throughout the year and sometimes when the playground is too wet, icy or muddy, staff will take children for a nature walk around the block.

**Neighbourhood Walks:** We also take short walking trips to get pumpkins or Christmas trees at Sheridan Gardens or other places within safe walking distance of the centre. On occasions when we will be crossing a major road such as Yonge Street, staff will ask a few volunteers to accompany us for increased safety. Nursery School/Preschool children are not taken on trips that involve motor vehicles.

**Appropriate Clothing:** Children are often involved in messy play so please send them to school in clothing that is durable and easily cleaned. If you or the child will be upset about the soiling of any article of clothing, then that article is probably unfit for wear at school. Please ensure that in the winter, children have both boots and indoor shoes or slippers. Outdoor shoes should have non-slip soles and be suitable for running and climbing. Therefore please no party shoes /unless other shoes are also provided for active play. Please make sure that all clothing including footwear is appropriate to seasonal and daily weather conditions. In warm weather months sunscreen and a hat must be provided daily. In cold weather appropriate footwear and warm clothing is required. When buying boots we suggest boots where the insoles can come out so they can be put in the dryer when they get wet. We highly recommend that young children wear a neck warmer instead of a scarf as scarves are a potential choking hazard on the playground equipment.

**Absence from Program:** Please notify us at 416-484-4825 by 8:45 a.m. if your child will not be in attendance for any reason. Also keep us informed of any symptoms that are severe or deemed highly contagious so that we may inform others if necessary.

**Medication:** We prefer not to dispense any medication to Nursery School children in the brief time that they are in care. However, in the rare event that medication must be taken between 9:15 and 11:30 AM, it must be prescribed as we are not authorized to dispense over the counter drugs or other pharmaceutical products unless there is an accompanying note from a medical practitioner allowing it. Prescriptions must be in their original containers with all instructions intact and a medication dispensing form available from staff must be filled out. Children who carry Epipens or Asthma inhaler must be identified ahead of time with written instructions for staff about the conditions of use. Lice: Though no one likes to talk about it, lice is so common in the school system that it is best to be forewarned and ready to act appropriately. Every year a few children in the school and child care centre get lice. We take every precaution to clean dress up clothes etc but there is only so much we can do. Since there has been no school or child care for over two months we know that children found with lice at the beginning of the year, did not contract lice at JRR or JRRCC. Both the JRR School and Child Centre do a head check within the first weeks of school to curb the spread of lice. Usually a few children are identified as having lice or nits and are sent home for treatment. Some parents have contacted organizations such as Lice Busters to come into their homes and help to comb out the nits after some form of shampoo treatment is applied.

**Evacuation Procedure and Lockdowns:** In the rare event that a fire or other hazard forces the evacuation of children to another site, we will first go to Glenview Senior School, which is located directly north of our facility, at 401 Rosewell Avenue, Phone number 416-393-9390. Should the entire neighbourhood be considered unsafe, the centre will follow directions given by the Toronto District School Board and will contact parents from our eventual location. Most likely destinations would be Lawrence Collegiate or Allenby Public School unless they too were adversely affected. Monthly emergency drills will be held to accustom children to the process of quick and safe evacuation and lockdowns. In a lockdown, the school sends out a message over the intercom and children are taken to the middle of the room where they are instructed to keep as quiet as possible. Doors are locked and window blinds are pulled down.

**Parent Involvement:** Parents are encouraged to take part in ongoing activities in their child's program throughout the year. Areas of parent assistance may include serving on the Board of Directors, volunteering in the classroom to share talents, interesting occupations, special hobbies or specific ethnic and cultural information or volunteering to assist staff on neighbourhood trips to Sheridan Gardens and the like. Once we have settled in for a couple of months, staff will contact parents and caregivers about volunteering to do a special activity with the children. This allows parents to get a better feel for the program and also to spend some time with their child on the "child's turf."

**Parent Concerns:** about children should be addressed briefly at drop-off or pick-up times. If a lengthy conversation is warranted please make an appointment with the supervisor or one of the staff. Staff must move from one program into another making hallway discussion difficult or inappropriate unless it is brief. Please note that sensitive or personal issues should always be discussed in a private location, not the yard or the hallway with other adults and children present.

**Good Communication and How to Get Children Settled:** Good communication between teachers, parents, nannies and children is vital to the wellbeing of all concerned and to the success of our school. It is important that children sense a positive relationship between teachers and parents to ensure their comfort in our environment. We welcome parents, extended family members and other caregivers as partners and value your visits, suggestions, and ideas. Frequent newsletters will be distributed to let parents know what is going on at JRRCC Nursery School and Daycare. Please do not hesitate to make an appointment with one of the staff or the Supervisor to discuss any problem or concern. And of course our phones and e-mail are always open for your use. Please remember when conversing with staff, that they must also keep a close watch on the group. Therefore, please make your conversation brief and arrange for a more suitable time to speak at length.

**Parent Interviews:** to discuss developmental issues and progress may be arranged at any time throughout the year at the request of parents or staff. A developmental portfolio which is a written and pictorial record much like a SCRAPBOOK is kept on each child enrolled and information is shared with parents at least twice a year or upon request by staff or parents or as the need arises.

**Cubbies and Clothes Hooks:** Children's names will be put on the coat hooks outside the rooms. Please label all clothing. We have frequently seen snow-pants or jackets disappear because they were nearly

identical to those of another child. Additionally children will also have cubby boxes in the room which they may have to share with another child so please make sure that items kept there are also labeled and check the cubby for art work and notices from staff. Prepare your child for Nursery School by being very positive about it yourself and interacting positively with teachers when your child is present. Speak positively about the centre when you are at home with your child so that there is a reinforcement of feelings about going to school. If your child has a “comfort object” let the child bring it to school. Also let us know if your child has a special word for toileting or other activities. Children can become frustrated if they think that they are expressing themselves fully but no one understands them. Always prepare your child before arrival by letting her or him know where they are going and what they will be doing. Separation Anxiety: at the beginning of the year is a very natural phenomenon for both children and parents. If you are feeling stressed out about this please talk to staff or the supervisor about ways of coping and maintaining consistent behaviour and expectations. Some children may cry on separation for a couple of weeks, but believe us, tears won't last forever. Soon they may be crying when you try to take them home! If your child doesn't cry at first, he or she may start crying after a week or so when you are about to say goodbye or he may be perfectly fine at nursery school but start crying when he sees mommy or daddy at pick-up time. This is all perfectly natural and will pass in due time. Remember that we have wonderful staff who is trained to help with the transition from parent to school and are prepared to comfort and reassure young children and redirect them to fun activities that will make them feel secure in this new environment. With this type of assistance most children who cry, will stop shortly after you leave and will join in planned activities. To help some children feel more secure it may be a good idea to stay a while or pick up earlier the first day and increase the waiting period before pick-up over several days. Some parents are tempted to tiptoe off to avoid the tears, but this can make some children feel abandoned. Instead, please make a point, however difficult, of saying good-bye and reassuring your child that you'll be back. Do not confuse your child by saying good-bye and then staying for a lengthy time because she cries. Leave for a set period of time and stick to it. Staff will contact you if we feel that you should return earlier.

**The following schedule** is a general outline of activities and may be subject to change. Detailed Program Plans are posted on our bulletin boards in the hall. Our staff use the How Does Learning Happen Framework recently created by the Ministry of Education which employs ELECT (Early Learning For Every Child Today) principles within a play based curriculum. Using emergent programming strategies, staff observes and make written and pictorial notes of children's interests as they emerge and plan follow up activities and programs based on these observations. Our newly created detailed Program Statement found in the larger Parent Handbook on this web site will supply interested parents with our methodology and approach to early child hood programming.

**Indoor, Outdoor Daily Program Schedules** : are posted on our Bulletin Boards. We follow the City of Toronto Children's Services criteria in setting up our programs which include learning, rest and nutrition opportunities. Details are ever changing and available.



## Contact

John Ross Robertson Child Centre

### Address:

130 Glengrove Avenue West  
Toronto, Ontario M4R 1P2

### Telephone:

Main: 416-484-4825  
Cell: 416-670-5583  
Fax: 416-484-6092

2nd Floor cell: 647-271-8796

The upstairs school-age room has its own cell phone so that parents, staff and children may communicate without having to come downstairs each time.

Note: Timely messages are better left on the daycare's land line at 416-484-4825.

E-mail: moseboni @ yahoo.ca

Note there is no guarantee your email message will be read on time. Email should only be used for inquiries and to convey information that is relevant 24 hours or more ahead of the mailing.

Mosez Kanatkin, ECE  
Executive Director