



2018/2019

Parent Handbook

Operated by the London Islamic School



INTRODUCTION TO OUR PROGRAM

OUR PROGRAM OVERVIEW

- Our program provides child care for children between the ages of 30 months and up to 6 years.
- The ratio of adults to children is 1:8.
- Our program includes: care, education, Islamic guidance and opportunities for play.
- The preschool children will have a classroom within the school, as well as access to the school library, preschool playground and gymnasium.
- Our program is developed based on Ministry of Education standards for child care programs in Ontario, as described in the document *How Does Learning Happen?* In addition, preschool children will engage in daily age-appropriate Quran and Arabic learning, delivered by specialized educators.

LICENSING

We are licensed under the Child Care and Early Years Act, 2015. Licensing is obtained through the Ministry of Education to operate our Preschool Centre. The program is inspected and licensed annually, and a license is issued upon successful completion of the licensing procedure. For more information about licensing, visit the Ministry website at www.edu.gov.on.ca/eng/parents.

OUR PROGRAM STATEMENT

The Junior Champions LIS Preschool educators will facilitate many opportunities for your child's development in the following key domains:

- Social
- Emotional
- Communication, Language & Literacy
- Cognitive
- Physical
- Islamic/Spiritual

We provide care and education in an inclusive and play-based program where we emphasize Islamic values of empathy, care, and respect. A foundation in Islamic etiquette, vocabulary and practices will be integrated throughout the children's day. Our preschool program operates under the belief that all children can succeed in a caring environment. The individual needs, interests and abilities of our preschool children are observed and documented regularly. The Junior Champions Preschool team will work hard to ensure that your child will gain knowledge of him/herself and the world around him/her.

We believe that children benefit when educators and other adults involved in their care and education put a priority on their physical and mental health, and on their sense of belonging and importance, as a part of the larger school community.

We believe that children come to us, eager to and capable of learning and of making choices and decisions with the experiences of the day. Children benefit from being supported and encouraged to direct their own learning, within an atmosphere that ensures the physical and psychological safety of each child and adult.

We believe and act in ways that demonstrate to children, that each is valued for their unique personalities and traits, and that respect for all is expected in all interactions. Children are supported as they develop the ability to regulate their own emotions and behaviour using practices that are positive and that coach and mentor new strategies and skills.

Early years environments and curriculum are designed in ways that encourage children to make choices and to pursue their interests, through play and exploration of diverse materials and nature, both indoors and outdoors. Routines in the program are designed to provide predictability, variety of active and quiet time, small and large groups, rest/nap, and are flexible enough to respond to individual children's needs.

We strive to recognize and celebrate each child's potential and style of learning, knowing that every child will learn and thrive in an exciting and supportive environment, where their efforts and personal achievements are celebrated and shared with families.

Families are the most important influences on children’s development and learning, and also a vital part of our community. Preschool staff will promote ongoing communication with parents regarding their observations of children’s well-being, participation and engagement, development and behaviour. Staff will also seek information from parents to enhance their understanding of children’s unique characteristics and needs.

We believe that parental involvement is a key component of a quality preschool. There are many ways parents can participate in the program. Participation can include verbal or written feedback, sharing information about your child’s development, attending meetings, workshops and events.

Volunteer opportunities can include attending excursions, preparing craft activities, helping with school events and fund raising, joining the PTA, and more. Please note that all volunteers require a Police Vulnerable Sector Check that was obtained no later than six months prior to the first day of volunteering. If the police check is obtained prior to the 6 months, but not older than 5 years, than the volunteer must sign a declaration confirming their situation has not changed.

Partners from the local community are accessed to support the children, their families and the staff - and their learning. This could include specialized services, such as the *Muslim Resource Centre* and *All Kids Belong (Merrymount)* as well as providers of professional development and learning and other similar organizations.

Educators and other adults who are involved in the program understand their roles as

- Observers and documenters of learning and development in all domains, including emotional, social, physical, intellectual, spiritual and communication through both words and artistic expression.
- Facilitators and champions of children’s efforts to incorporate new knowledge and master new skills
- Providers of thoughtful opportunities for children to extend and expand their learning in meaningful and enjoyable ways.

Ontario Ministry of Education documents, especially *How Does Learning Happen?* and *Early Learning for Every Child Today*, guide our programming and pedagogical decisions. These can be found on the Ministry of Education Website, under the child care tab.

<http://www.edu.gov.on.ca/childcare/pedagogy.html>.

OUR POLICIES AND PROCEDURES

Every Child Belongs

In the Junior Champions LIS Preschool Program, every child belongs and is welcomed into our centre. We are committed to providing fully inclusive early learning & child care programs that support the health and well-being of every child in our care by focusing on the individual child and family needs. For children who may need extra supports, Junior Champions LIS Preschool Program will work with City of London Children's Services who provide support for families and staff. They use developmental screening tools, program and equipment adaptations, service coordination and referrals to support children and families. Resource Consultants from 'All Kids Belong' work in conjunction with the parents, centre staff to develop and implement an individual plan to support the needs and development of the child. Our staff will work with you to determine the best way to support your child and family needs.

Full Time and Part Time Spots

Part time spots may be available if there is sufficient demand. Priority will be given to full time applicants

Program Start Date & End Date

First day: Tuesday, Sept 4, 2018.

Last day: Thursday, June 27, 2019.

Program Hours: (excluding holidays, breaks and professional development days)

Full time: Mondays to Fridays from 8:15 a.m. until 4:15 p.m.

Part Time: Mondays and Wednesdays plus alternating Fridays from 8:15 a.m. to 4:15 p.m.

OR Tuesdays and Thursdays plus alternating Fridays from 8:15 a.m. to 4:15 p.m.

Wait List Policy

The family will communicate to the school their interest in the program either in person, via email or phone call.

The family will be asked to fill an application form, which will include the name and age of the child, parent(s) name and contact information, and an alternate contact, along with other basic information. Their information will be added to the database with the school secretary in the order that they are received. Families will be able to ask the secretary to see their spot on the wait list. To maintain their confidentiality of other families in the program, the secretary will black out the other names, revealing only the family questioning.

As spots become available during the school year, the supervisor or designate will contact the family at the top of the wait list to offer them a position.

Priority in September will go to siblings of children already attending LIS, children of staff members, then the general public.

The program will be closed on the following days:

- All statutory holidays
- Eid Holidays
- LIS Winter Break
- LIS March Break

The program may be closed for up to 3 other professional activity days, as opportunities arise. Parents will be informed of such closure well in advance.

A calendar will be provided to parents during the first week of September to indicate days the program will be closed. A second calendar for part time students will also be sent home to indicate which Fridays the part time students will attend.

SUBSEQUENT ENROLMENT AT THE LONDON ISLAMIC SCHOOL

Enrolling your child in the preschool at LIS in the 2018-2019 school year does NOT guarantee him/her a spot in Junior Kindergarten at LIS for the following school year (2019-2020).

Priority for JK spots will be given to siblings of children already enrolled in the JK to Grade 8 program at the London Islamic School. However, if there are remaining spots in JK after

siblings have been enrolled, priority will be given to preschool children, before enrolment opens to the public.

In the event that there are more preschool children interested in a JK spot than there are spots available, a lottery will be held to determine which preschool children will be offered the JK spots. In order to be included in the lottery, preschool children must have been enrolled in our preschool program before February 01, 2019 and must still be in the preschool as of June 2019.

The London Islamic School reserves the right to make exceptions to our enrolment policy based on exceptional circumstances.

FEE REQUIREMENTS

1. **Registration Fee:**

All new and re-enrolling applicants are required to submit a **\$100 non-refundable** Application Fee with their application.

2. **Enrolment Deposit Requirement:**

A mandatory enrolment deposit will be required and **must be paid at the time of registration**. The enrolment deposit will be applied to June 2019 fees.

Full time enrolment deposit: \$895

Part time enrolment deposit: \$495

3. **Annual/Monthly Fees:**

Full time: \$8950 (10 monthly payments of \$895, from September to June)

Part time: \$4950 (10 monthly payments of \$495 from September to June)

Monthly fees will be deducted on the 20th day of each month, or the first business day thereafter. **Please note that September fees will be collected on August 20, 2018.**

Full fees, that are determined at the time of registration, will be charged each month, regardless of any holidays, Winter break, March break, School Closure days, or child absence for any reason and any length. Parents with accounts past due will be notified by letter. Care

will be terminated unless payment arrangements are made and met successfully. Outstanding accounts will be referred to the credit bureau.

4. Late Pick-Up Fees

If there is an emergency and you are going to be late, you should call the school to notify us. Parents will be invoiced with the following month's tuition. The cost is \$5 per half an hour and includes children from LIS after school program. Numerous or persistent incidences of late pickups may result in termination of care.

5. Tax Receipts

Child Care fees are tax deductible. A final statement will be available to each family by the end of February for income tax purposes.

WITHDRAWAL POLICY

We require that you give the Program Supervisor 4 weeks written notice of your child's withdrawal from the preschool program. A refund will be issued for the enrolment deposit as well as any overpayment, provided the full 4 weeks' notice is given. If you are unable to give the required 4 weeks' notice, for any reason (including an unexpected relocation), a fee will be deducted from your enrolment deposit, based on the following. A refund for the remaining deposit, if any, will be issued.

The withdrawal policy, in its entirety, applies in all circumstances, including:

- there is less than 4 weeks between the child's registration day and the child's first day in the preschool program.
- the withdrawal date and/or the notice of withdrawal happens before the child begins in the preschool program

Amount of Notice Given	FULL TIME fee to be deducted from enrolment deposit	PART TIME fee to be deducted from enrolment deposit
3 weeks notice (21 days to 27 days)	\$224	\$124
2 weeks notice (14 days to 20 days)	\$448	\$225
1 week notice (7 days to 13 days)	\$670	\$372
Less than 7 days notice	\$895	\$495

WITHDRAWAL BY THE PROGRAM SUPERVISOR

The Program Supervisor, at his/her discretion, may make a recommendation to the school principal to withdraw a child from the preschool program, if he/she feels that the program can not meet the child’s needs or parent’s requests, for any reason. Two weeks notice will be given in such cases. If there are imminent safety concerns, due to a child’s participation in the preschool program, the two weeks notice may be waived. Any overpayment will be refunded, including the enrolment deposit, if the withdraw happens before June. Non-payment of fees can also be a reason for withdrawal from our preschool program.

YOUR CHILD’S DAY

WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL:

- An extra set of clothing at the school for your child (including: pants, underwear, socks, and a weather-appropriate shirt)
- A pair of indoor shoes AND an appropriate pair of outdoor shoes or boots.
- A backpack that is big enough to hold completed work and big library books.
- A refillable water bottle, labelled with the child’s name.
- Please label all of your child’s clothing and personal items. Toys from home are not encouraged, as other children will want to play with them as well, and they may be lost or broken.

OUTDOOR TIME

Children will have program activities and outdoor play, at least two hours per day, weather permitting. Playing outdoors is a form of exercise that promotes well-being and wholesome physical development. Children are naturally drawn to active play outdoors: it allows them to explore their environment, develop muscle strength and coordination, and gain self-confidence. Please send your child dress appropriately for the weather! We go outdoors each day, weather permitting. In the winter, please make sure to send an extra pair of mittens.

Regarding outdoor clothing and shoe choices:

- Ensure that your child's clothing is clearly labeled
- Footwear should have non-slip soles and be suitable for running and climbing.
- Please ensure children have indoor shoes when weather is wet or snowy.
- To keep clothing safe, please remove drawstrings from clothing or tuck them securely into coats.
- Jackets with Velcro fasteners are suggested.
- Clothing should encourage independence, by being easy to put on and take off (i.e. easy closures, elastic waistbands without buttons etc.)
- Children require sunscreen from May to September. The centre provides sunscreen. If parents do not wish to have their child(ren) use the program's sunscreen, they must supply their own. These containers must be clearly labelled.
- You can assist the staff by encouraging your child to put on their outdoor clothes independently.

NUTRITION, SNACKS & LUNCH

Each day your child will be served two nutritious snacks and a lunch that will be prepared in our kitchen, in accordance to the safe and appropriate expectations of the Ministry of Health: Health Protection and Promotion Act. A two-week menu will be posted in the preschool classroom.

Your regular feedback on food choices is welcomed.

Meals and snacks will meet the requirements of the Child Care and Early Years Act. Staff will use Canada's Food Guide to guide nutrition choices. Special dietary arrangements for individual children are to be carried out according to written instructions of parents. All food or drink is stored, prepared, and served so as to retain maximum nutritive value and prevent contamination.

***Please note, preschool students are to bring ABSOLUTELY NO FOOD or DRINK. We will provide children with water and all snacks and lunch. We do ask that you provide your child with an unbreakable, refillable water bottle, labeled with the child's name.

REST OR SLEEP TIME

Rest periods for children who sleep will not exceed two hours in length. We will provide each student with a cot for sleep time. You are welcome to send any comfort items for your child's sleep time (i.e., blanket, stuffed toy etc.)

Rest times for children who do not sleep will be limited to one half hour or less. Although we will provide an opportunity for rest, children will not be required to remain on their cot longer than 30 minutes during this time, if they choose not to sleep. Children not wanting or needing sleep will be engaged in other quiet activities. Such activities may include: story reading, Quran or calming nasheeds/songs, or other quiet activities that the preschool educators deem appropriate.

If a child requires rest or sleep outside of the designated sleep time, he/she will be permitted to do so. Giving children choices in regards to their need for sleep enhances the child's developing self-awareness and self-regulation of arousal states.

Please tell us about your child's daytime sleep routine and needs and your preferences regarding sleep or rest. We will do our best to meet your child's needs and accommodate your preferences. Please communicate with the preschool educators regularly about changes in your child's sleep and "napping" habits or requirements.

ARRIVAL AND DEPARTURE:

Arrival:

- To drop off your child, Preschool parents can park in front of the school beside the bend in the curb.
- Please go to the main doors and ring the bell. A member of the school administration will provide you entry to the school. Each child will be assigned a cubby located outside the classroom for the child to hang their outdoor items.
- Please sign your child in by initialing the SIGN IN form, located in the classroom. If the class is not in the room, there will be a sign posted on the Preschool door as to their location. The sign in sheet will be with the teacher in this case. This would be a great time to tell staff about any important events or changes happening in your child's life.
- Our preschool staff are required to note any illness symptoms that a child shows when arriving to school. Please let one of our educators know if your child is experiencing any illness symptoms. If the educators believe that your child is too ill to be in the program, you will be asked to take the child back home.

Departure:

When you pick up your child, please make sure the supervising preschool staff member(s) acknowledges your departure.

- Please go to the main doors and ring the bell. A member of the school administration will provide you entry to the school. Each child will be assigned a cubby located outside the classroom for the child to hang their outdoor items.
- Please sign your child out by initialing the SIGN OUT form, located in the classroom. If the class is not in the room, there will be a sign posted on the Preschool door as to their location. The sign in sheet will be with the teacher in this case.
- Only Parents/Authorized adults will be permitted to pick a child up. Authorized adults will be noted in writing in the child's file at the time of registration. Authorized adults may be asked to provide identification. Changes to authorized adults can be made in writing at any time.
- Children will not be released to siblings under age 18. Older siblings must be identified as authorized adults on the registration form.

Authorizing others to pick up your child:

The LIS preschool classroom closes at 4:15 p.m. If an unexpected situation arises and you are unable to pick up your child by closing time, you must arrange for another authorized adult to pick up your child and you must immediately contact the LIS secretary by telephone to inform him/her of the change.

Your child will never be released to someone who does not have your permission to pick him/her up. The program supervisor or designate will remain with a child, in the preschool classroom or in the after-school program in the building where the appropriate adult to child ratio can be maintained, until a parent/ authorized adult arrives. Unless prior arrangements have been made with the school, when a parent arrives after the preschool program closes, the program supervisor will complete an “Arrival after program hours form” together with the parent/authorized adult.

Under NO CIRCUMSTANCES will a preschool staff member allow an unauthorized person to take a child out of the school building. It is the parent’s responsibility to keep the alternate person(s) contact in the child’s file up to date.

TIPS FOR SUCCESSFUL COMMUNICATION

Take the time to chat with your child’s educator in the morning when you arrive to the school to share any information that will help your child have an enjoyable and successful day.

- Let us know if there are any routines that will help your child get through transition times with ease (i.e. nap, lunch).
- Tell us about your child’s toilet training needs regularly.
- If you need to pick up your child earlier or later than usual, please advise the educators and the school secretary in advance.
- If your child is sick or will be absent for any length of time, please call the school to inform the administration.
- Please refer to our program's policy for "Parent Issues and Concerns" if there are any items you as a parent feel needs to be addressed.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by LIS Junior Champions Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within one business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education,

College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaids/reportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly or - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within three business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly or - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/ concern:
<p>Student- / Volunteer- Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

CHANGES IN REGISTRATION INFORMATION:

Changes in registration information must be communicated to the Program Supervisor immediately. When changes occur, you will be asked to sign an updated registration information form, to verify the new information.

OUR CHILDREN'S PROGRAM:

We strive to recognize and celebrate each child's potential and style of learning, knowing that every child will learn and thrive in an exciting and supportive environment, where their efforts and personal achievements are celebrated and shared with families.

Ontario Ministry of Education documents, especially *How does Learning Happen?* and *Early Learning for Every Child Today*, guide our programming and pedagogical decisions. This insightful document emphasizes four specific areas for focus within programs for young children in child care.

- A sense of **Belonging** and being valued within the peer group and school community
- **Physical and emotional well-being** (free of stress and ready to go!)
- **Engagement** in experiences that evoke curiosity, exploration, questioning and thinking.
- **Expression** of ideas, creativity, what is being learned in ways that are meaningful to young children (drawing, building, pretend play, conversations, etc.)

Positive interactions will be an ongoing goal of the program and an important part of the planned and emergent curriculum, consistent with Islamic values. Everyone in the program is expected to interact and communicate in positive ways. Educators will model this style of communication and coach children who need help to express their feelings, thoughts and needs.

Our goals for children are based on the awareness that all children are individuals with different strengths, characteristics, interests and abilities. However, all children share many common needs and benefit from relationships and programs that match these needs. We interact in ways that respect all children and we model and encourage respect and acceptance of everyone.

Arabic/Quran/Islamic Practices:

We promote children's culture and spirituality through the daily practice and teaching of Islamic etiquette, knowledge and values. Educators and classroom resource staff will participate in the program, bringing and modeling the Arabic language and Islamic culture into daily and special activities. Children will develop a sense of identity, belonging, and comfort as they play and learn within our strong community.

Large group and focused instruction

Large group activities are provided to develop a sense of belonging and community. Often these will be focused on music/songs, physical activity, story time and conversations. Small groups are used for more focused group activities where educators engage in conversations and children practice social skills while playing or completing activities, either individually or as a group.

All children will be coached in the skills of self-regulation, including the ability to stay calm and focused, the ability to control their impulses behaviour and their ability to maintain control when frustrated or upset. Many of these skills can be practiced during play, such as

games, building, pretend play and active play. These skills will also be ongoing goals in the program, as they are recognized to be essential to the learning process.

Natural learning processes

Young children learn best when they can actively touch, explore and manipulate a wide variety of materials that encourage their curiosity and give them opportunities to practice new skills. Educators will be involved with children as they explore various centres, asking questions and helping children to identify their learning strategies and new knowledge.

Educators will facilitate children's learning by providing a wide variety of experiences that support cognitive, social, emotional, spiritual and physical development, learning and growth. When activities and concepts are unfamiliar, educators will take a lead role initially and then move back and allow the children to take the activity in personally meaningful ways. When familiar activities are provided, educators will take more of an observational role. Novel materials can be added to familiar to create sustained attention and challenge children's thinking.

Educators will communicate and evaluate children's learning on an ongoing and informal basis, through samples and photographs of activities that have happened during the day. In addition, educators will use a variety of tools to capture what your child is learning in ways which are meaningful and respectful of children's individual patterns of development.

Children who do not wish to participate in an activity will be offered an alternative activity that does not disrupt the others. Not only does this support self-regulation, but it can prevent children from being discouraged by activities or expectations that a child may not be ready for.

DAILY COMPONENTS OF OUR PROGRAM AT A GLANCE:

- Age-appropriate Arabic and Quran instruction and activities
- Many teacher prepared invitations to learning through play centres, based on children's skills and interests. These centres may include general themes of: creative

arts, sensory play, dramatic play, blocks, music, reading, writing, numbers and counting, computers, and more. Children will be given time in the learning centres to ensure that they can develop their ideas and skills.

- Foundational Literacy experiences, through daily songs, stories, book choosing and handling, writing and other play-based literacy activities.
- Foundational Math experiences, through hands-on activities and real-life opportunities, number songs and games, and other play-based numeracy activities.
- Outdoor play, at least two hours per day, weather permitting. Please send your child dressed appropriately for the weather.
- Indoor active play, within the classroom or other spaces in the school, including the gymnasium.
- Two healthy snacks and lunch.
- An opportunity for rest, sleep or quiet time.

BEHAVIOUR GUIDANCE:

Emerging Self-Regulation develops with positive behaviour guidance

Children's behaviour will be guided towards the goals of self-regulation of behaviour, emotions and attention, as well as positive social skills. Positive strategies used by the educators that include

- discussion and explanation of the need for rules to ensure the safety and well-being of every child. (no hurting, either physically or emotionally, care for the physical environment, toys and materials)
- stress management through teaching self-calming strategies,
- problem solving,
- choice of alternative behaviours,
- teaching of social skills, and
- modelling of appropriate behaviour.

Individualized support plans

Recognizing that all children develop and learn at an individual pace and pattern, and that some children require additional support to master different areas of development. If the educators observe a need for specialized approaches, developing an individualized support plan will be discussed with the parent/guardian of the child. These plans will be put in place in a manner that enhances a child's inclusion and participation in the group.

PROFESSIONAL LEARNING AND PROGRAM QUALITY:

At JUNIOR CHAMPIONS LIS PRESCHOOL PROGRAM, we recognize the connection between ongoing learning of our preschool educators and the quality of the program we are offering your children. Staff will participate in professional development activities during the year on days scheduled for this purpose and also independently as appropriate.

We will also be engaged in an ongoing process of monitoring and evaluating our preschool environment and program to ensure that recognized indicators of quality are evident. Your input, as parents and guardians, is valuable to us, and we may seek this both formally through questionnaires and informally through conversations and meetings. Please do not hesitate to approach one of the staff or administrators with your comments, questions and feedback.

VISITORS:

Special visitors are welcome in the preschool classroom. We will request approval from the LIS Principal PRIOR to inviting the visitor. We will complete a SPECIAL VISITOR FORM indicating: the name of the visitor and a description of the activity (ies) being provided by the visitor. Parents must be notified of the visitor and his/her purpose at least 48 hours before the visit.

VOLUNTEERS:

Family members of LIS employees may serve as volunteers at LIS. However, an ongoing volunteer may not be supervised by his/her relative. Please note that all volunteers require a Police Vulnerable Sector Check that was obtained no later than six months prior to the first

day of volunteering. If the police check is obtained prior to the 6 month, but not older than 5 years, than the volunteer must sign a declaration confirming their situation has not changed.

Volunteers are not compensated for their work at LIS. However, in order to make volunteering more accessible to a wider range of persons, *volunteers may be eligible for reimbursement of reasonable expenses incurred while volunteering for LIS*, with the approval of the supervisor. If permission is given prior to spending Reimbursed expenses will be paid at the same rate as those detailed for staff reimbursements.

The Supervisor, Principal and Program Staff may be assigned to supervise placement students as well as volunteers.

Volunteers and Placement Students May:

- Work with students and assist them with learning centres as long as the 1:8 staff:child ration is still maintained.
- Help prepare materials for centres.
- Attend excursions to assist staff, but not be part of the 1:8 child:staff ratio.

Volunteer and Placement Students Shall NOT:

- **Supervise students alone.**
- **Be counted in the staff to child ratio.**
- **Assist with washroom routines.**

EXCURSIONS & TRANSPORTATION:

When transportation to various locations is required, a school bus line will be used, unless otherwise indicated. Parents will be notified in advance and required to sign a permission form. Staff are prohibited from transporting a child or children in a personal vehicle.

When excursions are planned, you will be asked to complete and sign an excursion permission form in order for our preschool staff to take your children off the school property.

During excursions, we will maintain a 1:8 educator to child ratio. Depending on the number of students attending the excursion, we will also invite up to four parent volunteers. Such volunteers must have a current Police Vulnerable Sector Check on file (no older than six months). Other staff from LIS may also attend.

Parent volunteers are not to be left alone with children during the excursion. Children will remain in groups of up to eight with one of our preschool staff and up to two other parent volunteers. Parent volunteers will assist with group activities but will not help with bathroom routines. Although volunteers will be encouraged to participate and assist with the safety of the children,

STAFF MUST BE PRESENT AT ALL TIMES WITH THE CHILDREN.

Please let one of the staff or administrators know if you are interested in volunteering in any capacity.

SMOKE FREE ENVIRONMENT:

Absolutely no smoking is permitted in any location where child care is provided by the London Islamic School. The SMOKE-FREE ONTARIO ACT requires licensed programs to comply with this regulation.

EMERGENCY MANAGEMENT PROCEDURES:

Please refer to our "Emergency Management Procedures" in our Policies and Procedures manual for detailed information on our procedures for emergency management. In case of any emergency, parents will be contacted either by email, or phone call by the Program Supervisor, depending on the nature of the emergency. The Office Administration will also change the voice mail to the centre to inform any person(s) trying to gather information about the emergency situation.

HEALTH POLICY:

The safety and well-being of all children is a priority of our program. Many factors contribute to a safe and healthy program and experience for your child.

Prior to admission, each child must be immunized according to the local Office of Health.

You will be required to provide an up-to-date copy of your child's immunization record prior to enrolment.

Daily Health Check

In order to ensure the overall health and safety of all the children, a daily observation of each child's health status will be made before the child interacts with others in the centre. These observations will be recorded. If children show any of the following symptoms of illness, parents are required to take them home again:

- An elevated temperature of over 101°F (38.7°C)
- Vomited within 24-hour period
- Diarrhea (3 consecutive loose bowels) within 24 hours
- Eyes/ears that have any kind of discharge
- Visible rashes that have not been diagnosed by a physician
- A severe cough, runny nose and/or congestion
- Other symptoms of being unwell, according to staff discretion

All children attending the preschool will have outdoor playtime daily. Outdoor play will be daily, at least two hours per day, weather permitting. Please send your child dressed appropriately for the weather.

Parents/guardians will be contacted if their child develops a temperature of 101°F (38.7°C) or higher during the day and/or if the child, in the opinion of the staff, becomes ill during the day. Parents are expected to pick up their child within the hour. In the event staff members are unable to reach parents, they will call the alternate contact(s) to pick up the child.

Please inform the preschool staff if a child has been off with a communicable disease including: Impetigo, Cocksackie Virus, Fifth Disease, German Measles, Hepatitis A or B, Meningitis, Measles, Mumps, Pertussis (Whooping cough), Scabies, Scarlet fever, Strep throat, Tuberculosis.

The child must be examined by a doctor who must provide a note indicating that the child is free of any illness before the child will be admitted back into the centre. If applicable, staff

will check the child's expected date of return to ensure that the child is no longer contagious and or hazardous to the health and wellbeing of the other children.

Medication:

For the safety of the children, we ask that parents hand any medication directly to the staff so that it can be securely stored away from the children's reach.

If possible, you are encouraged to arrange a schedule for the administration of the medication to be given outside of program hours. If medication is needed during program hours, please give the medication directly to a staff member to ensure safe storage.

The Junior Champions LIS Preschool Program supervisor or designate will administer prescription medication to children. Non-prescription or over the counter medication must be accompanied by a written prescription by a medical practitioner.

Parents must fill out a form providing:

- Written instruction including the dosage and times any medication is to be given on the medication authorization form.
- Medication must be in the original container, clearly labeled with child's name, date, name of medication, dosage, frequency and doctor's name.

Parents are required to take any expired or medication that is no longer to be administered to the child at the centre home or for disposal at a pharmacy.

Before medication can be administered, you are required to complete and sign the ***Medication Authorization and Administration form***. A new medication administration form will need to be completed and signed for any changes in medication or medication instructions.

POLICY AND PROCEDURES FOR ANAPHYLAXIS:

The Junior Champions Preschool Program strives to maintain a space safe for all children in its care. All possible strategies to reduce the risk of exposure to the causative agents will be practiced. As implementing such strategies is important and necessary, staff will always be vigilant, recalling that it is not possible to reduce the risk to zero.

Prior to enrollment of a child with an anaphylactic allergy, the program supervisor, with the parent, shall create, sign and date an Anaphylaxis Action Plan. This form is reviewed, signed and dated by the parent annually or if changes are made. Please make arrangements to discuss and complete this form before your child begins the program.

We will provide general information on life-threatening allergies, including anaphylactic allergies, to staff, parents, students and volunteers. The program supervisor will review the child's Anaphylaxis Action Plan with the program staff, prior to the child commencing care at Junior Champions.

Please advise the preschool supervisor if your child develops an allergy and requires medication, or of any change to the child's individual plan or treatment, or if their child has outgrown an allergy and no longer requires medication.

PROCEDURES FOR INCIDENTS OF BITING:

Biting is a common behaviour in young children up to 3 or 4 years of age. As children mature and develop self-control, language and problem-solving skills, they usually stop biting.

However, biting is upsetting for both children and adults. Occasional bites will be handled in the same positive manner as other behaviours that children use until they develop the skills they need.

When a child has received a bite, Preschool Staff will immediately

- Check for a mark, bruise or cut skin.
- Administer first aid.
- Communicate with the parent of the child who was bitten by telephone on that same day.
- Write-up an incident report and share that day
- Inform the administration team if there is a re-occurrence or pattern of biting. A plan for monitoring and intervention will be implemented to reduce the incidence of biting.

In the event of a child being bitten where the skin is visibly broken (scraped or bleeding), the following applies:

- Parents will be notified immediately
- An incident report must be filled out and signed by parent/guardians of both the child who has been bitten and the child who bit.
- Staff will contact the Communicable Disease Program at the Middlesex London Health Unit, to inform them of a bite which breaks the skin.

ACCIDENTS & EMERGENCIES

It is very important that our preschool staff are able to contact you or your designated alternate in an emergency. Please notify us immediately of any changes in your contact information (home address, employment address, and phone numbers).

Emergency and fire procedures are posted in the preschool room. If your child is involved in a minor accident during program hours, our educator will immediately administer first aid. We will inform you when you come to pick your child up. Depending on the injury, you may be asked to pick up your child to seek appropriate medical attention. If we cannot reach you or your designated emergency contact, we will assume the responsibility and seek medical assistance for your child. A child needing emergency medical care will be taken to the closest hospital and you will be notified immediately.

Fire Drills & Evacuations

- Fire drills are held monthly and instructions, in case of fire, are posted in each room.

Temporary Emergency Shelter

- If the school requires temporary emergency shelter, staff and children will go to Kinsmen Arena located on 20 Granville St. London, On.

School Closures

- School closures may result due to severe inclement weather conditions, power failure, or circumstances beyond our control. School closures will be listed on the London Islamic School Website as early in the morning as possible.

EMERGENCY EXPENSES:

Emergency expenses, such as any expense incurred in handling an emergency illness of a child, will be the responsibility of the parents/guardians. Parents will be informed of all accidents, as well as requested to review and sign an "Incident Report". Please inform staff as soon as possible if medical treatment was sought or required after an injury in our program.

SERIOUS OCCURENCES:

The purpose of the Serious Occurrence Policy is to ensure and promote the health, well-being, safety and welfare of the children enrolled in the London Islamic School Preschool. Serious occurrences such as serious injuries, physical safety issues, natural disasters, harmful or extreme aggressive behaviour resulting in injury, etc. are **reported to the Ministry of Education within 24 hours. Parents will be notified by a Serious Occurrence Notification Form which will be posted in a conspicuous place in the preschool room at or near an entrance commonly used by parents.**

ONGOING DUTY TO REPORT SUSPICION OF CHILD ABUSE OR NEGLECT:

The LIS and all Registered Early Childhood Educators have a legal obligation to report any suspicions of child abuse to the Children's Aid Society. These reports are not accusations, but are requests for investigation, to ensure the well-being of all children and for support for families who may be struggling. Parents are not notified prior to a report being made. Parents will be contacted by the Children's Aid Society to determine whether any child or children is/are at risk of being harmed.

Prohibited Practices

We recognize that some behaviour management practices can jeopardize the child's safety and/or psychological well-being. As required by the Ministry of Education, all preschool staff will refrain from using any of the following **prohibited practices:**

- 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 devices for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purposes 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 policy 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.

Acknowledgement

The London Islamic School reserves the right to make changes to the information provided in this preschool parent handbook (2018/2019).

Please sign below to indicate that you have read and understood the information provided in this handbook, and that you agree to all of the terms and conditions in this document.

Student Name: _____

Parent/Guardian Name

Parent/Guardian Signature

Date (DD/MM/YYYY)