

TOTS TOGETHER PRE-SCHOOL  
The Village Shul  
1072 Eglinton Ave. West  
Toronto, Ontario M6C 2E2  
Telephone 416-785-1107, ext. 201  
[totstogether@villageshul.com](mailto:totstogether@villageshul.com)

# VILLAGE SHUL TOTS TOGETHER PRESCHOOL PARENT HANDBOOK 2025-2026

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## WELCOME LETTER

Dear Parents,

Thank you for choosing the Tots Together Preschool. Together with our loving and experienced staff, we are committed to providing a warm Jewish environment where your child's unique style is valued and nurtured. We encourage your child to explore the world, partake in group activities and problem solve in a constructive and creative manner.

Our Parent Handbook is designed to provide you with an understanding of our program and act as an information resource regarding our policies and procedures. Please read through it carefully and familiarize yourself with our routines. An acknowledgement form (at the end of this booklet) is required to be signed and submitted prior to the commencement of school.

We look forward to working together and being a part of your child's growth this year. Please feel free to contact me at any time with your thoughts, concerns and suggestions at 416-785-1107, ext. 201.

Sincerely,



Chevy Fordsham, RECE  
Preschool Supervisor

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I dreamed I stood in a studio and watched two sculptors there.

The clay they used was a young child's mind, and they fashioned it with care.

One was a teacher - the tools she used were books, music and art.

The other, a parent, who worked with a guiding hand and gentle, loving heart.

Day after day, the teacher toiled with touch that was deft and sure.

While the parent laboured at her side, and polished and smoothed it over.

And when at last the task was done, they were proud of what they had wrought.

For the things they had molded into the child could be neither sold nor bought.

And each agreed she would have failed if she had worked alone.

For behind the teacher stood the school, and behind the parent, the home.

*~ANONYMOUS~*

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## VILLAGE SHUL TOTS TOGETHER PROGRAM STATEMENT

Children learn best in a warm and nurturing atmosphere where each child feels loved, safe and welcomed. Young children are naturally curious and we build upon this curiosity in the early years through hands-on activities, where children learn through manipulation, experimentation and guided play.

Children exposed to Jewish experiences that are meaningful, enjoyable, and personal will feel part of the Jewish people and love this aspect about themselves.

As a licensed Child care centre under the Ministry of Education, Tots Together Preschool offers a learning program that is consistent with The Ministry of Education policies, pedagogy and curriculum. Tots Together is committed to being in compliance with the Child Care and Early Year's Act, 2014 at all times. We have implemented "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" as the document to guide and influence our approach to curriculum. HDLH is organized around four foundations that are considered to be essential for optimal learning and healthy development for children: Belonging, Well-being, Engagement, and Expression.

We view children as competent, capable, curious and rich in potential. Research indicates that when children are calm and feel a sense of belonging and well-being, they are ready to learn. By building trust and creating supportive, positive and responsive interactions between the children and staff and among the children, learning can take place. Children learn best by pursuing their personal interests and goals. They make their own choices about materials and activities during the program time. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with peers and staff.

Tots Together Preschool is committed to annual review and evaluation of our Program Statement and Implementation Policy. Adjustments will be made as needed as we continue to learn and evolve.

### **Goals and Indicators:**

Following each goal is a sample list of indicators of compliance with the Program Statement. It is not a comprehensive list.

- a) Promote the health, safety, nutrition and well-being of the children;
  - Serve well-balanced nutritious snacks in accordance with the Canadian Food Guide
  - Encourage physical exercise and activities that promote healthy living
  - Promote self-regulation
  - Provide a safe environment while still encouraging children to explore their world and develop their interests
- b) Support positive and responsive interactions among the children, parents, child care providers and staff;
  - Create a warm, inviting, and inclusive environment for all

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- Provide opportunities for children to play and learn together and develop relationships with each other
- Foster children's positive self-esteem
- c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;
  - Provide opportunities for children to creatively express themselves in a variety of ways
  - Role model positive communication and interaction strategies
- d) Foster the children's exploration, play and inquiry;
  - Provide a vibrant play-based program for children which fosters individualism, creativity, and socialization
  - Promote a sense of curiosity and discovery in children
- e) Provide child-initiated and adult-supported experiences
  - Engage children in active, creative and meaningful exploration and inquiry
  - Staff will be co-learners with the children
- f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;
  - Create a safe environment where staff and children can take risks in exploring their learning without fear of failure
  - Provide space and opportunities that are rich in potential for discovery, creativity, and learning
- g) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;
  - Provide children with a variety of indoor and outdoor active play
  - Provide children with quiet times
  - Provide flexibility in daily scheduling to meet the individual needs of children, within the parameters of space availability and ratio requirements
- h) Foster the engagement of and ongoing communication with parents about the program and their children;
  - Provide parents with regular communication in a variety of formats
  - Provide opportunities for parents to engage in their child's learning
  - Respect and value parents as the primary experts of their child's well-being and development
- i) Involve local community partners and allow those partners to support the children, their families and staff;
  - Provide opportunities for children to explore their community and make connections to the real world
  - Establish connections with local organizations and community members
- j) Support staff in their continuous professional learning;
- All staff are engaged in continuous learning through a variety of activities and opportunities
- k) Document and review the impact of strategies on children and their families.
- Pedagogical documentation is a way for our program staff to learn about how children think and learn.

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## OBJECTIVES AND PROGRAM

To recognize and accept the individual learning styles, special needs and unique background of every child.

To help each child actualize his/her potential in all areas of development through activity and play. (i.e. cognitive, gross and fine motor, social-emotional, self help, sensory and language.)

To expose the children to the beauty and relevance of Judaism in a warm and loving atmosphere.

To create a comfortable, welcoming atmosphere for parents so that together we can nurture and facilitate learning and developmental growth

## Program Fees & CWELCC funding

The Tots Together Preschool Program is enrolled in CWELCC funding. These are the “frozen fees” as at March 2022.

### 2025-2026 Tuition Fees

*Base fee - \$7150*

*Security fee - \$500*

*CWELCC credit - \$3360*

*Net fees of \$4290 (based on \$22/day)*

*Payment methods are: cash, cheque, credit card or e-transfer to [finance@villageshul.com](mailto:finance@villageshul.com)*

## WE OFFER

- Early Childhood Educators
- Experienced, quality staff
- A commitment to the total child and family
- Individual and small group programming
- Enriched multi-sensory experiences
- Activity-centred classrooms
- Curriculum based on meeting individual developmental needs. socially, emotionally, cognitively, physically and spiritually
- Warm, nurturing, safe environment
- A “readiness” curriculum which is expanded to include:

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- Meaning and celebration of Jewish holidays and themes
- Torah stories, values and mitzvot
  - Exposure to the Hebrew alphabet, Hebrew vocabulary, and Hebrew songs
- Awareness of the land of Israel
- Opportunities for acquisition and mastery of self-help skills
- Arts and crafts
- Sensory integration (play-doh, sand and water play)
- Perceptual-cognitive games
- Drama, puppetry, and music
- Science, nature and exploration
- Indoor gross motor room
- Outdoor playground
- Special gross motor and fine motor activities
- Nutritious snacks
- Weekly Shabbat party

## **ADMISSION AND WITHDRAWAL**

Your child's welfare and growth are of utmost importance to us. Because of the various Jewish holidays and days away from the regular school schedule, we allocate a period of approximately six weeks for a child to settle into the pre-school routine. Should the teachers, in consultation with the supervisor, observe that the child is not adjusting to and/or not benefiting from the program, a meeting with the parents will be scheduled. Recommendations will be made to the parents as to how we should proceed in the best interests of the child. If, ultimately, it is determined that we are not able to meet the needs of the child at our school, it will be necessary to withdraw the child from Tots Together Pre-School.

## **SAFE ARRIVAL AND DISMISSAL POLICY**

Parents/caregivers are asked to escort their children to their classroom where they will be greeted by staff at 9:00 a.m. If you arrive early, please **remain with your child** until the classroom doors open at 9:00 AM.

**NEW:** If your child will be absent from school, please notify us in advance or by 9:30 AM.

Where a child does not arrive at school and the parent/guardian has not communicated the child's absence to us, the supervisor or teacher will contact the child's parent/guardian no later than 9:45 AM. If the staff is unable to reach any of the above to confirm the child's absence from care within 30 minutes of initial call/email, they will try reaching someone on the child's emergency contact list again.

Children are to be picked up from the classroom. Should someone other than a parent (or identified caregiver) be picking up your child, or if there is a change in the carpool schedule arrangements, please notify the class teacher beforehand by calling/emailing the office. Children will not be

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permitted to leave school with an unidentified caregiver unless Tots Together receives **written confirmation or a personal phone call from the parent.**

If a child is not picked up from school as expected, we will try reaching the parent 10 minutes after the regular dismissal time. If we cannot reach the parent, we will call individuals listed on the release form or emergency contact list.

## SECURITY

In our ongoing commitment to ensuring the safety and security of everyone in our community, especially in light of recent events and rising concerns, The Village Shul administration and our Board of Directors are taking proactive measures.

**Emergency Preparedness:** Tots Together has developed comprehensive evacuation and lockdown plans, should the need ever arise, G-d forbid.

**Community Patrols:** Working closely with our security company and UJA Community Security, we have implemented regular vehicle patrols throughout our community at various times and locations. These efforts are conducted in coordination with local law enforcement.

**Community Vigilance:** We encourage everyone to play a role in community security. If you observe anything suspicious or encounter any anti-Semitic incidents, please report them immediately. In case of emergency, always call 911. You can also report incidents to our 24/7 Hotline at 416.635.5600 or through UJA's digital portal.

**Security Pass:** To enhance safety during drop-off and pick-up times, Tots Together will issue a "Tots Together ID/PASS" to parents and caregivers. This pass will be required for access at the front door of the shul.

Your vigilance and cooperation are crucial in maintaining a secure environment for all. We will continue to keep you informed and updated throughout the year.

## PARKING:

We understand that parking during drop-off can sometimes be a challenge, and we want to assure you that we've been actively working on solutions.

Over the past year, we've been in ongoing discussions with the City and local parking authorities to explore the possibility of arranging temporary parking allowances during drop-off times. While we do *not* yet have formal permission to park in designated "No Parking" zones, we are continuing to work toward a more defined arrangement and will keep you updated as we make progress.

In the meantime, we will be providing signs to display in your car window that read "Village Shul Preschool Parent Dropping Off/Picking Up." These are intended to indicate your purpose during drop-

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off, though please note that they do not constitute official permission from the City and do not guarantee exemption from parking enforcement.

Here are the current parking options:

- Green P Parking Lot: Located on Eglinton across the street from our building.
- Additional Spots: Available on Old Park Road, other side streets, and Eglinton after 9:00 am.
- Tots Together Drop-Off Area: Parents may park for approximately 15 minutes during 9:00 am drop-off on the *south side of Wembley Road, west of Old Park Road*. Please use the designated sign in your car window. This option is generally tolerated but not officially approved, so please use it responsibly and only for quick drop-offs.

Important Rules to Follow:

- No Parking or Idling: The reserved spots at the back of the building are for staff only.
- Adherence to Regulations: Please follow all posted parking regulations—enforcement is active, and violations may result in tickets or towing.
- Respect Driveways: Do not block residential driveways at any time, even briefly.

During dismissal times, most neighborhood streets allow parking as indicated by signage. We sincerely appreciate your cooperation in making drop-off and pick-up as smooth as possible.

Thank you for your patience and understanding as we continue to work toward a more formal parking solution with the City.

## MEDICAL AND EMERGENCY INFORMATION AND CONSENT FORMS

The “**Immunization Program**” form, “**Emergency Information**” form, “**Health and Medical Information**” form, and “**Consent Form Permission to Receive Emergency Medical Care**” **MUST** be **FULLY** completed and returned to Tots Together **prior to or on the first day of school**. Tots Together is not permitted, in accordance with government licensing and health regulations, to allow any child to be left without a parent at school unless we have up to date and complete medical and emergency forms on file.

## DAYS AND HOURS OF OPERATION

### **Moms and Tots Drop-In**

*Tuesdays & Thursdays | 9:30 a.m. – 11:00 a.m.*

### **Toddler Programs**

- Two-Day (Tues & Thurs): 9:00 a.m. – 12:00 p.m.
- Three-Day (Mon, Wed, Fri): 9:00 a.m. – 12:00 p.m.
- Five-Day (Mon – Fri): 9:00 a.m. – 12:00 p.m.

### **Nursery Program**

*Monday to Friday | 9:00 a.m. – 12:00 p.m.*

### **Summer Camp**

*Monday to Friday | 9:00 a.m. – 1:00 p.m.*

*Dates TBA*

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 **Extended Lunch & Afternoon Programs**

*Optional – available with sufficient registration*

**Nursery:**

- Lunch Only: 12:00 – 1:00 p.m. (Mon–Fri)
- Extended Day: 12:00 – 2:45 p.m. (Mon–Thurs) | 12:00 – 2:30 p.m. (Fri)
- Full Afternoon: 12:00 – 5:00 p.m. (Mon–Thurs) | 12:00 – 2:30 p.m. (Fri)

**Toddler:**

- Lunch Only: 12:00 – 1:00 p.m. (Mon–Fri)
- Extended Day: 12:00 – 2:45 p.m. (Mon–Fri)
- Full Afternoon: 12:00 – 5:00 p.m. (Mon–Thurs) | 12:00 – 2:45 p.m. (Fri)

**Optional early drop-off at 8:30 AM is available for an extra fee.**

**REGISTER AT:** <https://thevillageshul.shulcloud.com/form/tots-together-2025-26-application-form-afternoons.html>

**INCLEMENT WEATHER**

In the event of a winter storm and with special consideration of icy road conditions, if it is necessary to cancel school, an email will be sent to parents before 8:00 AM.

**LATE ARRIVAL AND PICK UP**

A child who is consistently late in arriving or who remains in class after all of his/her classmates have left, feels self-conscious and uncomfortable. As well, late arrivals are disruptive and unfair to other children in that they prevent the entire class from setting into its routine on time. We are aware that there may be a conflict for families regarding Tot's and sibling's school arrival schedules. We will adjust our programming to allow for a gradual 15-minute arrival time. However, we request that you make every effort to arrive before 9:15 a.m.

**ENTERING AND EXITING THE BUILDING**

For security reasons, only the **FRONT DOOR** of the building may be used.

**ATTENDANCE**

Regular attendance enables children to consolidate friendships and develop proper classroom attitudes, behaviour and routines. It is very important that your child's attendance not be interrupted - except in the case of illness. Appointments should ideally be scheduled after school hours. Please inform the teachers if your child will be away from school.

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## HEALTH POLICY

BEFORE THE START OF THE SCHOOL DAY, PLEASE ENSURE THAT YOUR CHILD IS IN GOOD HEALTH, WELL-RESTED AND WELL-NOURISHED

Contagious illnesses and/or infections jeopardize the health of the other children as well as staff. Children need to recover fully before returning to school. Parents who send their children back to school early, are generally well intentioned, but often contribute to their child's excessive absenteeism.

If your child is fussy, cranky, and generally not behaving like him/herself, it may be an indication that he/she is becoming ill.

Please **keep your child home** if you are aware of any of the following symptoms:

- **Severe** cold symptoms, i.e. heavy nasal discharge, sore throat, heavy cough, fever.

**\*\* Please** note that it is almost impossible to avoid the spread of a cold in a daycare or pre-school environment. Children **will** get colds, especially during their first year as part of a group of children. Colds can be contagious before obvious symptoms appear and cold germs, in addition to spreading through direct contact or through the air, remain alive and healthy on toys and other surfaces for many hours. Therefore, the Ministry standards do not require, or even suggest, exclusion of a child due to a cold. However, it is obviously not in the best interest of your child to keep him/her at school when cold symptoms are severe, there is fever, or the child is not feeling well enough to fully participate. **we will ask parents to pick up a child with severe cold symptoms and keep him/her at home until feeling better.**

- Croup (croup is contagious until not only the croupy cough, but all coughing has stopped, usually 4 days to one week)
- Fever (with or without other cold symptoms)
- Puss-like discharge from eye or pink eye
- Sore throat, difficulty swallowing (not associated with cold symptoms)
- Rash - should be checked by physician
- Stomach ache, nausea
- Diarrhea or vomiting (the night before or early that morning)

**\*\* Please** keep your child home for 24 hours after the last occurrence of fever, diarrhea or vomiting. That extra day will ensure the "bug" has truly left your child's system, and will give your child the opportunity to get fully back to normal.

Please contact the school immediately should your child contract any contagious disease (i.e. measles, mumps, chicken pox, rubella, fifth's disease, conjunctivitis).

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**Should a child arrive at school with, or develop, symptoms that we feel require exclusion, we will ask you to pick up your child and keep him/her at home until the symptoms are no longer present or until you provide a doctor's note saying your child can return to school.**

**If your child is required to take an antibiotic for a contagious infection you must keep your child home until he/she has been on the antibiotic for a full 24 hours.**

Please make sure that the information on the emergency contact form is up to date. We must have a name and phone number of someone to contact who is usually available.

## **MEDICATIONS/TREATMENT POLICY/PROCEDURES**

### **Parent Procedures**

In the case where a child requires medication while in the Tots Together program, the process for handling and administering medications is well-structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physicians should try to minimize the need for administering medications while in childcare. Medicines which must be administered twice or three times daily should be given at home. However, in some cases, administration of medications during childcare hours is unavoidable.

- Each prescription medication must be accompanied by written authorization from a parent.
- Medication/Treatment Record form for emergencies or special circumstances should be completed/signed by parent.
- A parent should hand deliver the medication in the original container and the device for dispensing it, and give the written instructions to the appropriate staff member. It is extremely helpful to the staff if medicines are placed in a plastic bag with the appropriate dispensing device, i.e. dropper.
- A doctor must prescribe all medication. This means a pharmacist's label must be attached to all medications showing that your doctor has prescribed them. If medication is an "over the counter" drug, it should be accompanied by a doctor's notice or prescription.
- All medication administered to children must have the child's name, name of medication, date of purchase, and instructions for storage and administration.
- No medication will be given if it has been prescribed to another member of the family. It must have your child's name on it
- No outdated medicine will be administered.

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## **ANAPHYLACTIC POLICY**

Tots Together has developed and implemented this Anaphylaxis Policy in accordance with section 36.1, O. Reg. 262 under the Day Nurseries Act. April 24, 2007.

### **Policy Statement**

The Tots Together program recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. When exposed to an allergen to which they have a sensitivity, these children will have a severe and potentially life-threatening allergic reaction. It is the policy of Tots Together to create an allergen-aware environment in our daycare in order to protect the health and safety of our children and staff.

The Village Shul Tots Together is a nut-free school, and we pledge to provide as safe an environment as possible for students who are anaphylactic. However, the premises do not purport to be, nor can they be deemed to be, free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. However, we will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with our policy.

Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the co-operation and understanding of all members of the Tots Together program, including staff, children and parents. **NO PEANUT OR TREE NUT PRODUCTS ARE ALLOWED AT TOTS TOGETHER AT ANY TIME.**

In order to help ensure a safe environment, Tots Together will not allow the consumption of any “outside” food within the classrooms with the exception of birthday parties. We need the co-operation of everyone by **NOT** sending any food with your child to the program; this includes snacks and leftover breakfast. In the event of a birthday party, all baked goods must be purchased from a kosher and nut-free bakery and all treats must be clearly labelled NUT FREE. We will not allow products that “may contain traces of nuts” to be served. As a reminder, special diets or restrictions must be discussed with the Supervisor upon registration. All of our food purchases, including those for cooking activities are screened through our staff.

### **Strategies to Reduce the Risks of Anaphylactic Reactions**

- The parent/guardian of the child will inform the supervisor of the child’s anaphylactic allergy upon enrollment.
- Prior to enrollment, the family will provide the Centre with an allergy information sheet from their allergist.
- All anaphylactic children are identified to the staff verbally and the anaphylactic child and their parent/guardian will meet the Tots Together staff prior to the child’s first day to discuss what steps will be taken to maintain the child’s safety. The information will be signed by both the supervisor and parent/guardian.
- Upon entry to Tots Together, the child’s parent/guardian will provide the Centre with a recent photo of their child along with a form stating the child’s individual allergy plan. The photo and

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anaphylactic/allergy information will be posted on the allergy list. This identification is used for all children having a serious allergy or medical condition. Copies of these individual plans will be kept in each child's file and posted on the door to the medical cabinet in the child's classroom where the Epi-Pen is stored as well as the kitchen.

- The parents will also provide the Tots Together program with an Epi-Pen prior to enrollment. It will be stored in an identified classroom cupboard in a sealed and labeled box far away from the children's reach. A designated staff member in every room will take this box with her every time the class leaves the room.
- Program room staff will take reasonable steps to create a safe program room:
  - monitor food brought into the centre
  - disinfecting of tables before and after eating
  - hand washing
  - not providing the allergic item
  - other measures as directed by the allergy and the plan by the parent.
- Staff are required to be trained on Epi-Pen usage by a parent/guardian of a child with anaphylaxis or physician and are required to sign a form showing they've completed this training. This training will take place prior to any staff member's employment and will be reviewed annually thereafter.
- All forms and medications must be reviewed and updated annually.
- If child is no longer anaphylactic, a letter from the physician must be provided and kept on file.

## **NO SMOKING POLICY**

Due to acknowledged hazards to young children arising from exposure to second-hand smoke, it is the policy of the Tots Together Preschool to provide a smoke-free environment for staff, children, and parents.

## **APPROPRIATE CLOTHING**

**Children will be enjoying many messy, multi-sensory activities so clothing should be appropriate, comfortable, and washable.**

**Please label all clothing and outerwear.**

Please send a complete change of labelled clothing in a labelled shoebox. This will be kept at school and used as needed. We do not require that boys wear a Kippah. However, we may have them wear one at their weekly Shabbat Party.

During winter months, the children must leave extra shoes at school when they are wearing boots.

During warmer months, please make sure to apply a long-lasting sunscreen **before** your child comes to school and to send a sunhat. We do not apply sunscreen at school.

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Independence in dressing is an important developmental step. When selecting your child's clothing, footwear and outerwear, please choose fasteners that are easy to manipulate. Large buttons, zippers, slip-on/Velcro-strapped shoes/boots, oversized zippers and snaps encourage self-reliance and self-esteem.

Please send your child dressed appropriately for outdoor play every day – rain, snow or shine, we encourage full participation in any given day's program.

## **SUPPLIES**

Your child will need a complete, **labelled change of clothing in a labelled, covered shoebox**, and a generous supply of diapers and wipes (where applicable), to be kept at school.

## **ITEMS FROM HOME**

Please do not send any food to school with your child. Please have your child complete his/her breakfast before entering the classroom. We provide delicious, nutritious kosher snacks and water every day. Diluted grape juice is offered for Shabbat party. Please note that this is a nut-free facility. Some children have anaphylactic allergies to some very common food items and we are very careful to limit what food is brought into the classroom.

**PLEASE DO NOT BRING OR ALLOW CAREGIVERS TO BRING NON-KOSHER FOOD INTO THE SHUL.** Thank you for your cooperation.

We discourage children from bringing toys to play with in the classroom due to possible loss or breakage.

## **OFF PREMISES OUTINGS**

Classroom programming does not include any activities which are off the premises of The Village Shul.

## **BIRTHDAY PARTIES**

Birthday celebrations can be shared with classmates at school. Parents are welcome to bring SEALED AND KOSHER LABELLED treats or cakes to be shared with the class. Food should not be home baked. Since Tots Together maintains a "nut-sensitive" policy, any treats must be free of nuts, baked goods must only be purchased from **Amazing Donuts, Grodzinski, Hermes, Kosher City or Lollicakes bakeries** - Toronto's only kosher, nut-free bakeries. ***Based on the teacher's recommendation*** parents are invited to join the class for treat time.

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In honour of your child's birthday please feel free to donate an appropriate toy, book, game or puzzle for the entire class to share in lieu of loot bags. The Supervisor would be very happy to let you know of a desired book or toy.

Please do not give out party invitations at school. A class list will be provided at the beginning of the school year with contact information for all your child's classmates. In planning your parties, please be sensitive to the fact that some of our families are Sabbath-observant and observe kosher dietary laws.

## **PARENT INVOLVEMENT**

At Tots Together we believe that on-going communication between staff and families optimizes your child's learning and development. We strive to create a comfortable, welcoming environment for parents, so that together we can best nurture and facilitate the growth of "our" children.

1. Please inform teachers of any significant and/or unusual occurrences or events that would affect your child (i.e. illness/death of close relative/friend, upcoming surgery, move, birth of new sibling, etc.)
2. At the end of each programmatic theme, your child will bring home a newsletter, together with her/his week's art work so that together, you may review and share activities and accomplishments of each week.
3. Holiday celebrations – we will provide an opportunity for parents, teachers, and children to enjoy time together learning and experiencing our Holiday themes.
4. Parent/Teacher Conferences are held halfway through the school year (see Calendar). Sign-up sheets will be posted for you to choose a meeting time. If you have any questions regarding your child's progress before or after the conference, please feel free to contact the director for an appointment.
5. A Class List will be available for parents at the end of September.

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## **VOLUNTEER and STUDENTS POLICY – DEPENDENT ON YOUR TEACHER’S RECOMMENDATION**

Tots Together welcomes volunteers from our community, including parents and grandparents. To ensure a smooth and effective experience, we ask that all prospective volunteers meet with the supervisor for a brief orientation and review of our program's policies and procedures.

Volunteers are expected to agree to and sign off on all Tots Together policies and procedures before their first day with the children, and annually thereafter.

For the safety of our children, volunteers/students must provide a police reference check. Volunteers and Students are never left alone with children and are always supervised by a Tots Together employee. Only Tots Together employees will have unsupervised access to children.

Maintaining confidentiality is crucial. Volunteers must respect the privacy of all staff, children, and other volunteers, handling all proprietary and privileged information with care.

We value our volunteers greatly, and adherence to our policies is essential. **Volunteers are chosen based on teacher requests and the specific support needed in the classroom, provided the classroom environment is suitable for having visitors.**

## **BEHAVIOUR MANAGEMENT POLICY**

Tots Together strives to make its environment a friendly, safe place for children to learn and socialise. Occasionally, the children may require some help getting through some difficult moments in their school day.

Accordingly, our school has produced a Behaviour Management Policy for all staff, parents and caregivers, students and volunteers who work with our children and to help deal with situations of misconduct.

Our model of Behaviour Management Policy is based on respect of self and others in a positive, non-threatening way.

At Tots Together we encourage children to be independent in problem solving by providing them with the social skills necessary to be successful in handling conflicts without adult intervention.

Through behaviour management techniques, children learn to get in touch with their feelings and begin to feel good about themselves. Building on the child's positive self-image is an important factor.

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Caregivers must make the children aware of their expectations and limits. Limits are established with respect to health, safety and level of development of the child. These limits must be realistic, consistent and meet the individual needs of the child.

## **PERMITTED METHODS OF DISCIPLINE**

### **RESOLVE/REASON**

In a calm controlled voice, explain in simple language the inappropriateness of the behaviour displayed. This should be done in a positive way so as to emphasise the appropriate or desired behaviour. i.e. "The sand stays in the sand table". (As opposed to "Don't throw the sand").

### **REDIRECT**

If the behaviour continues, the parent/staff redirects the child to an alternative activity. This is a form of problem solving that the adult is now initiating FOR the child. i.e. "Instead of dumping the sand on the floor, try filling this bucket with sand".

### **NATURAL AND LOGICAL CONSEQUENCES**

Natural consequences are based on the natural flow of events. i.e. If a child refuses to eat, she/he will go hungry. i.e. If sand is all over the floor, a person could slip.

Logical consequences are structured but must be experienced by the child as logical in nature, i.e. if a child refuses to wash his/her hands prior to snack, he/she may not have any snack until the task is completed.

### **REMOVAL**

If the behaviour continues, the child shall be removed from the situation for a limited, supervised period. (Give child time to reflect on the situation.) As soon as the child is ready to return, he/she will join. Breaks, when needed, are not for extended periods of time and are well supervised), i.e. "It looks like you're having a difficult time keeping the sand in the sand table. It's time to come away from the sand table and I will help you find something else to do".

### General Rule:

If child is under 2 years of age, use diversion and/or positive guidance if child is over 2 years of age, facilitate good problem-solving skills after identifying problem (i.e. work with child to develop).

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## **METHODS OF DEALING WITH A CHILD'S AGGRESSIVE BEHAVIOUR**

- Deal with the hurt child **first** so that the negative behaviour is not reinforced through attention. Then deal with the child who has displayed the inappropriate behaviour. Sometimes two adults need to appropriately deal with a situation, one with each child.
- Give the child the words he/she needs to deal with feelings of frustration, anger, etc.
- Let the child know, in a firm but kind way, that the use of aggressive behaviour is unacceptable. Help the child find alternatives for dealing with his/her feelings.
- "Time out" is acceptable as a last resort only. The child may be removed from the situation and redirected to an alternate area where he/she may reflect on the problem and decide for himself/herself when to return.
- No one is permitted to hit, spank, grab, kick, squeeze, push pull, shake, pinch, bite or shout at another person at Tots Together.

Try to always be cognisant of the following important points: -

- Praise and smile often. Use verbal and non-verbal means to communicate pleasure and reinforce positive behaviour.
- Acknowledge when the child is behaving appropriately.
- Praise the action, not the person.
- Separate the "doer" from the "deed". Let the child know we like her/him but we do not like a particular behaviour.
- Let the child know that it is all right to make mistakes. Treat mistakes and errors children make as a natural part of their learning.
- Model appropriate behaviour and act, as you would like the child to act. Be patient and calm in your behaviour, actions and response
- "KISS" - Keep it short and sweet. I.e. give directions clearly, simply and at the child's level, and establish eye contact and/or gentle touch to convey you are concerned about the child's welfare.
- Give reasonable and acceptable choices - make sure you are willing to accept the answer.
- Stay calm and consistent.

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- Act but do not react to the situation.

## **PROHIBITED PRACTICES**

The following are prohibited practices under the Child Care and Early Years Act, and are not permitted by the staff or students in our centre. Staff or students using prohibited practices will be subject to immediate disciplinary action and/or dismissal.

1. Confining in a locked or dark area-It is prohibited to lock the exits for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
2. Physical Restraint-It is prohibited to physically restrain the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
3. Corporal Punishment-Hitting, kicking, pinching, squeezing arms, etc. are not allowed under any circumstances.
4. Deprivation-It is prohibited to deprive the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
5. Abusive Language-Swearing, yelling or screaming at the children (or in their presence) is not permitted.
6. Inflicting Emotional or Bodily Harm-Humiliation, degradation, harshness or anything which would undermine a child's feelings of self-worth or self-respect are not acceptable.
  - Toilet training-sending back to toddler room
  - Forcing to taste food
  - Withholding food or drink
  - Comparing a child to another child in the group
7. Threats and Sarcasm-It is prohibited to use harsh or degrading measures or threats 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.
8. Lack of Confidentiality- Refrain from:
  - Speaking about a child in front of him/her
  - Speaking about a child in front of other children

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- Discussing a child with anyone other than his/her parents and other professionals involved at Tots Together
- Discussing a parent's handling of a situation with another parent.

## **SITUATIONS IN WHICH A CHILD HAS HURT ANOTHER CHILD**

In such situations it is important for the staff and parents to work together so the hurtful action is not repeated.

Follow up procedure for parents whose child has physically hurt (by hitting, biting, scratching, etc.) another child, causing anxiety, swelling, bruising and/or bleeding:

- Please talk with your child about the incident (i.e. when you hit/bite/kick someone it hurts)
- The staff will be working with your child, enforcing positive appropriate behaviour
- If the aggressive action occurs again the staff may recommend a volunteer to assist the teachers with the child in the classroom.
- If the aggressive behaviour continues and is not modifiable within a time determined acceptable by Tots Together Pre-School you may be asked to consult with an outside consultant who will meet with you to determine if another centre is more appropriate for your child's needs.

Follow up for the parents of the child who has been bitten, hit or scratched:

- We are sorry that another child has hurt your child.
- When your child is hurt by another child it can be very difficult for the hurt child and for the parent - feelings of anger may rage at the child who hurt and at the child's parents
- Please be aware that the staff will talk to the parents of the child who was responsible - as well as immediately discussing the situation with the child responsible.
- It is also important for parents of the hurt child to practice role-playing, even on a very basic level for toddlers, and to learn and practice such phrases as "No, don't! That hurts me, I don't like that."

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## TIPS FOR SMOOTH SEPARATION

Take out books from the library about beginning pre-school.

Talk about what your child will do in school, i.e. - arts and crafts and what fun it will be.

Let your child help with morning rituals. Dressing, or choosing something special to bring to school will help your child feel more in control of the process of leaving the house and saying good-bye.

Plan your good-bye routines together. Decide how you will say good-bye at school and what you will do when you get home. Say "Good-bye" to your child before leaving, and reassure him/her that you will be back to pick him/her up. **Be as brief as possible at drop off time.** If you are concerned about a tearful goodbye, the supervisor will be happy to email/ call with an update at around 9:30AM.

Think of ways to reinforce the link between home and school. Encourage your child to make things at home to contribute to the classroom. This could be artwork for teachers or friends, props you find or make at home, or books to share.

If possible, begin carpool the fourth week of school, if this is your first carpool for your child.

## PARENT ISSUES AND CONCERNS POLICY/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.

### Definitions

*Licensee:* The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Staff:* Individual employed by the licensee (e.g. program room staff).

### Policy:

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 the supervisor/classroom teacher 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.

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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 2 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/childrensaid/reportingabuse/index.aspx>

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## 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><b>Program Room-Related</b></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"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 2 business days.</li> </ul> <p>Document the issues/concerns in detail.  Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> </ul>
<p><b>General, Centre- or Operations-Related</b></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"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <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 contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> </ul> <p>-</p> <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>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

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**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to The Village Shul director of finance and operations, David Grant.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:** Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Chevy Fordsham, supervisor: [totstogether@villageshul.com](mailto:totstogether@villageshul.com) or Cindy Benedek, General Manager of The Village Shul: [cbenedek@villageshul.com](mailto:cbenedek@villageshul.com)

## **EMERGENCY MANAGEMENT POLICIES AND PROCEDURES**

Tots Together has written and posted emergency management policies and procedures.

If an emergency occurs, parents will be notified by the supervisor or teacher by email or phone

## **Collection and Use of Personal Information**

All personal information requested in connection with the admission of your child, as well as his/her records established with the school will be collected, used, maintained and in future destroyed in full compliance with rules established under the Municipal Freedom of Information and Protection of Privacy Act.

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## THE VILLAGE SHUL TOTS TOGETHER PRESCHOOL WAIT LIST POLICY

There is no cost to hold a spot on the Tots Together Preschool wait list. Names are added on a first-come first-served basis. A child's position on the waiting list will be maintained until they reach the top of the list and a space in the requested age group becomes available. Details of where they are on the list will remain confidential to other families. Once the child reaches the top of the list, the Program Supervisor will contact the parent to offer them the available spot. The parent has 48 hours to accept or decline the spot. Should they not accept the space at the time, they could request their name remain on the list. Every reasonable effort will be made to contact the parent to offer the spot. No response will indicate that the spot has been declined.

## CHECKLIST OF FORMS TO BE COMPLETED AND SUBMITTED BY AUGUST 22, 2025

- IMMUNIZATION RECORD
- CONSENT FOR MEDICAL CARE FORM
- MEDICAL/TREATMENT RECORD
- HEALTH AND MEDICAL INFORMATION FORM
- RELEASE FOR PICK-UP FORM
- SIGNED PARENT HANDBOOK ACKNOWLEDGEMENT FORM (at the end of this booklet)

### Things to bring on the first day of school:

- **Labelled** change of clothing in a labelled shoebox
- Generous supply of diapers and box of wipes/creams, where applicable
- 2 photos of your child
- Photo of your child's caregiver (if applicable)

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## PARENT HANDBOOK MANDATORY FORM

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE RECEIVED, READ, AND ACKNOWLEDGE THE CONTENTS OF THE TOTS TOGETHER PRE-SCHOOL PARENT HANDBOOK.

PLEASE RETURN THIS FORM BEFORE OR ON THE FIRST DAY OF THE SCHOOL YEAR.

THANK YOU.

**CHILD'S NAME** \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

TOTS TOGETHER PRESCHOOL MAY USE HAND SANITIZER ON MY CHILD'S HANDS

\_\_\_\_\_  
SIGNATURE

I GIVE PERMISSION FOR TOTS TOGETHER PRESCHOOL TO TAKE PICTURES OF MY CHILD FOR EDUCATIONAL PURPOSES AND FOR THE SCHOOL'S PROMOTIONAL PURPOSES. INCLUDING THE TOTS TOGETHER FACEBOOK PAGE.

\_\_\_\_\_  
SIGNATURE