



PRE-SCHOOL PARENT HANDBOOK

2013 - 2014

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ZAREINU EDUCATIONAL CENTRE

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WHAT IS ZAREINU?

Zareinu is a Jewish Day School and treatment centre that provides special education and therapies to a population of children with a wide range of physical and developmental challenges. Zareinu provides on-site therapy and education in individually designed student programs that meet the unique needs of children between the ages of birth and eighteen. Zareinu offers the most up-to-date therapeutic techniques and continuously creates new and innovative strategies while providing a rich setting in Jewish tradition and teachings. It is also a model-teaching centre for university programs and community colleges for training therapists and special education teachers.

Whenever possible, Zareinu strives to encourage inclusion through opportunities for supported integration, and looks towards increasing acceptance of children with special needs in our community. Zareinu is used as a practicum placement for students from the Faculties of Education, Social Work, and Medicine; and Programmes in Early Childhood Education, Developmental Service Work, and Co-operative Education. Additionally, Zareinu is a teaching clinic for students in Physical, Occupational, Speech and Language Pathology, and Musical Therapies.

Zareinu's mission: To improve the quality of life for children with disabilities and their families by providing the most up-to-date learning strategies and therapies so they may achieve their individual potential.

Zareinu's philosophy: Children with special needs are valuable members of our community and therefore, they have the right to an adapted education, a focus on their specific needs, and opportunities for improving life skills, communication, and respect for their strengths.

It is integral that families adopt a strong role in our efforts. The input and participation of parents, guardians, and siblings in our individual programs are of high value and greatly encouraged. We understand that every child has the potential to achieve his or her personal goals, and our ambition is to provide therapies and learning strategies that will motivate the children and heighten the attainability of their aspirations.

Zareinu's Preschool Program is licensed by the *Ministry of Education*.

STAFF

School Program Directors & Department Heads

- Mitch Parker: Principal & Clinical Director
- Goldie Kass: Curriculum Director
- Pat Resnick: Preschool Coordinator
- Ellen Babbin: Infant Intervention Program Coordinator
- Barbara Nash-Fenton: Speech Therapy Department Head
- Nicola McIntyre: Occupational Therapy Department Head
- Wanda Gascho-White: Music Therapy Department Head
- Ester Fink: Physiotherapy Department Head

Business & Fundraising Staff Positions

- Marlene Brickman: Director of Business Affairs
- Maureen Orelowitz: Executive Assistant
- Evelina Gunin: Bookkeeper
- Shawna Samuel: Event Manager
- Nadine Joffe: Event Associate
- Liora Sturm: Moveathon Manager
- Renat Keslassy: Moveathon Marketing and Outreach
- Jared Sarfin: Moveathon Coordinator
- Tamar Lee-Gibbert: Communications/Marketing Associate

PROGRAMS OFFERED AT ZAREINU EDUCATIONAL CENTRE

Preschool Program

- These classes provide rich play and therapy-based experiences to encourage optimal development. They provide intensive individual programming as well as a Jewish pre-school curriculum. The staff includes specialized early childhood educators, life skill teachers, teaching assistants and the full team of Zareinu therapists. Ages: 2-5 years old. Full or part time attendance.
- All children entering the preschool will receive a phone call from one of the teachers before their start date to answer any questions and address concerns.
- On the first day of school, parents must bring in
 - a) the child's immunization records;
 - b) 3 sets of seasonal clothes for changing purposes;
 - c) A bag of diapers;
 - d) A box of wipes;
 - e) Any written instruction regarding the child; and
 - f) Sunscreen with the child's name on it
- Parents will receive a Daily Communication sheet regarding their child's day.

Curriculum

General Studies

The preschool program is developed through thematic units and concepts that reinforce social, intellectual, physical, and emotional growth. Children are exposed to new learning situations through modified, "hands on" activities. The adapted learning environment provides children with an opportunity to understand basic and abstract concepts, experiment, create, construct, explore, plan, set goals, and solve problems. Students develop their listening, speaking, reading and writing skills in language rich environments. They use mathematics in everyday tasks to practice problem solving and reinforce the concepts of number sense, numeracy, spatial sense, and geometry. Science is investigated in the classroom through exploration, prediction, questioning, classifying and gathering information. Children are encouraged to use their growing awareness of others while relating to their peers by participating in social and co-operative activities.

Evaluation Procedures:

Observation, standardized tests, anecdotal reports, routine tracking, team meetings, and student generated work are used to evaluate students' progress. Individual programs are implemented throughout the year. All staff working with preschool children meet on a weekly basis to monitor achievement of goals.

Assessment Procedures:

Preschool children are screened using the Hawaiian Early Learning Profile in the classroom. An individual program plan is then compiled and parents will meet with teachers to discuss this in November. Parents will receive a written report. The goals are reassessed in February and parents receive a written report. A final report is written during the May/June period. Parents can request a formal meeting with teachers and therapists at any time throughout the year. In the classroom, there is an open door policy and staff is happy to discuss a child's progress at anytime. There is a phone in the room so that parents can call regarding any issues surrounding the child.

Jewish Studies

Jewish studies activities for students in our early childhood programs are largely experiential; they serve as a template for mastering cognitive and motor skills as well as in introducing basic Jewish practices at an age appropriate level. Our school-age children have a more skill based approach which includes Davening and Siddur skills, Hebrew reading, Hebrew language (reading and translating), Chumash, Dinim, Pirkei Avot, Hebrew script reading and writing, Midos Tovos and Parsha. They are exposed to Jewish life experiences through community and shul visits, heritage traditions, and holidays. The students receive in-class instruction and remedial services.

Therapies at Zareinu

Zareinu prides itself in the quality and intensity of therapies that it provides our students. In the fall of the year each child is assessed and an individualized program including one or more of the following is developed: individual, group, in-class, consultation. The level of services provided is dependent upon the assessed needs of the child

As a general rule, our younger children receive more intensive direct therapy than do our older children who benefit from weekly in class therapist consultation with the classroom teacher. Decisions about the provision and degree of therapy are made on an individualized basis in consultation with the parents

Please note that we strive to provide therapies on a regular basis as outlined on the IEP. Sometimes sessions need to be cancelled due to staff or student absence. While we will strive to make up missed sessions, this cannot be guaranteed because of our therapist's very tight daily schedule.

Arrival and Dismissal (Sephardic Kehila Centre Site)

Arrival – Pre-school 1 and 2 Program begins promptly at **9:00 a.m.** Please notify school if a child will be late, particularly if he or she is sent by bus, taxi, carpool, etc. Every child's safe arrival is a priority.
Dismissal – School ends at **2:55 p.m.**, Mondays through Thursdays, through the year.

Friday Dismissal times:

Friday, November 8 th , 2013	2:00 p.m. Friday dismissal begins
Friday, March 14 th , 2014	2:55 p.m. Pre-school 1 and 2 Friday dismissal begins

Every child's safety is important to Zareinu. Please notify the office if anyone new will be picking up the child. It is essential that children are picked up on time at the end of the day.

In compliance with Ministry Guidelines, Preschool Program Arrival and dismissal times are flexible. However, children in Pre-school 1 and 2 cannot arrive at school before 9:00 a.m. or be picked up after 2:55 p.m

Absences – Please inform the office prior to any absences at 905.738.5542.

Jewish Holidays:

The school will be closed for the following Jewish Holidays:

- Rosh Hashana (school closes at 12:00p.m. on Erev Chag)
- Yom Kippur (school closed both on Erev and day of)
- Yom Tov Sukkot (school closes at 12:00p.m. on Erev Chag)
- Shemini Atzeres (school closes at 12:00p.m. on Erev Chag)
- Simchat Torah
- Purim Day
- Passover (See Calendar)
- Shavuot (school closes at 2:55 PM on Erev Chag in Pre-school 1 and 2)

(See calendar)

Statutory Holidays:

Zareinu observes provincially legislated paid statutory holidays. The school will be closed on the following days:

- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Family Day
- Good Friday
- Victoria Day

(See calendar)

Health & Safety Policies

Staff is provided with training in CPR and First Aid.

Dangerous Allergies - Some students entering our building are highly allergic to peanut and nut products. The smallest trace of a substance such as peanut butter can be fatal to these children. In order to provide a safe environment for the students of Zareinu, the school has instituted a NO PEANUT/NUT POLICY.

Please inform the Principal – in written form – about any allergies a child has or emergency medications (EpiPen, puffers, ventilators) the child requires.

In order to implement this policy, the school asks you not to send children to school with ANY foods containing peanuts or nuts. Zareinu regrets the inconvenience that this policy may cause for some parents and students. However, the school hopes that you understand the dangers that this type of allergy can pose. As it is difficult to monitor all food being brought into the building, please cooperate with Zareinu in this matter.

Substitutes: Suggested nutritional and menu substitutes: salad, eggs, salmon and tuna salad, macaroni and cheese.

Food: At an extra cost, Zareinu must provide a hot meal for children under 3 years 8 months in the preschool. Children who need special food/feeding arrangements must meet with the Supervisor and Principal to discuss this during an interview. Furthermore, parents of “any child identified as having a special feeding or dietary arrangement” must present specific written instructions regarding the above (Day Nurseries Act) prior to the child’s starting school. These instructions must be filed in the child’s records.

Children aged 3 years 8 months and over are permitted by the Ministry to bring in a bagged lunch. This lunch must contain a mid-day meal and snacks. Zareinu will provide apple juice and water for the children.

Each lunch bag must be labeled with the child’s name and classroom. All lunches must be placed in a refrigerated bag provided by Zareinu. It is therefore critical that parents comply with all allergy requirements. Zareinu is a kosher facility and as such, kosher dairy food is requested. Please contact Goldie Kass if you have any questions about kashruth.

Emergency Information – Make sure the school is notified immediately whenever there is a change in emergency contact information. Please make sure that Health records include updated information.

First Aid - The office takes care of minor injuries, superficial cuts, etc. Parents will be notified if severe injuries occur. If, in the judgment of the school, the matter requires medical attention, we will insist that a parent arrange to pick up the child immediately. In deciding on the appropriate line of action in each particular case, school staff exercises judgment with utmost care. We consider the well being of all the children in the classroom, and children who appear ill will be sent home.

If special medical conditions apply, please notify the office of the details of the condition and the emergency procedures to be followed. If a child has any condition potentially requiring the use of an **EpiPen**, please ensure that the expiry date is carefully monitored.

There are times when a child **must** be taken home or kept home. We offer the following as guidelines:

If a child has any of the following symptoms, please check carefully with a pediatrician to evaluate the condition:

- Fever
- Sore throat
- Ear aches
- Stomach pains
- Nausea
- Unusual rashes, etc.

Sending children to school with these symptoms or even with just a “bad common cold” can impede the child’s own recovery and can also spread the sickness to others. **If these, or any other symptoms of illness, are noticed—contagious or otherwise—parents will be notified. If, in the school’s judgment, there is any likelihood of a child infecting other children, parents will be asked to collect the child from school. If a child continually exhibits serious symptoms, a doctor’s note or contact may be requested to better understand the child’s needs.** Children who are vomiting or who have diarrhea must be kept home for 24 hrs. until clear of all symptoms according to Ministry requirements.

Please notify the office immediately if a child contracts any communicable disease. Chicken pox and measles are the most common. Zareinu follows the Public Health regulations as to how many days must elapse before a student is allowed to return to school after a communicable illness.

Please remember that some of our students are very medically vulnerable. Proximity to children with coughs, colds and fevers can lead to their contracting serious illnesses. **If we believe that a child has a contagious illness, the parent will be notified and the student will be isolated from others until the parent arrives.** Please cooperate with the school in preventing the spread of illness to students as well as to staff members.

Immunization – Schools are mandated by the Public Health Department to obtain updated immunization of students. Health Inspectors come to the schools to check on this. They have the legal right to exclude from school any student who has not complied with regulations. Please ensure that all forms sent home in this regard are returned promptly.

Medications – Whenever possible, medication should be taken before the student leaves for school or when the student arrives home. When this is not possible, the school will cooperate in dispensing medication. Prescription medication must arrive in the original bottle. If medications are pain relievers, cough medicine, etc., parents supply their child with the medication and instructions and a signed medication form (available at the office). Preschool parents must supply the teacher with a letter from the child’s doctor indicating that such medication can be administered.

Rest Periods: Since Zareinu is open for less than 6 hours per day, children are not required by the Ministry to participate in specific rest periods.

However, if a child becomes tired, there are facilities in the classroom where he/she may lie down and rest. These areas are covered with clean sheets that are changed on a daily basis.

Parents are requested to follow Zareinu's Behaviour Management Policies while on school property.

If ever needed, parents are welcome to request our assistance.

GENERAL INFORMATION

Communication & Reporting

Parents are always welcome to call the office to arrange a phone call or meeting with any of Zareinu's team if they have questions or concerns. Therapists will contact the parents regularly to touch base.

Progress Reporting will be available through parent/team meetings. After an individual educational plan (IEP) and an individual service plan (ISP) for therapies have been created, the school will invite parents to share ideas and review these plans midterm, in the late fall and once again in the early spring. These sessions will be followed by written reports. The staff is happy to share ideas and address concerns as they arise (separate from the official, designated meeting times).

Concerns

If you have any questions or concerns that you would like to discuss with someone other than the staff, therapists, or Principal at Zareinu, you can contact:

- Yoni Slater, Member of the Board of Directors, 416.648.3508

Fire and Evacuation Plan

The York Region Fire Department has approved Zareinu's Fire Plans in the event of an emergency. The evacuation designation for an emergency (i.e. bomb threat) is the Bernard Betel Centre at 1003 Steeles Avenue. Fire drills are held according to the York Region Fire Department's expectations. All staff members are familiar with the details of these plans.

Kosher Food Policy

Please send kosher food for lunch. Dairy is requested. Please contact Goldie Kass if you have any questions about Kashruth (Jewish Dietary Laws).

Professional Development Days

Staff keep up to date by attending conferences, as well as providing workshops and lectures for the many children's agencies with whom Zareinu is affiliated.

School Closing

School closing is a rare occurrence; however, when this does happen, schools affiliated with the Board of Jewish Education follow the decision of a specific committee. The announcement is made by radio stations. They will be posted in the fall.

Smoking Policy

According to the Smoke Free Ontario Act, no person is permitted to smoke in any parts of the school building, and a second infraction of indoor-smoking laws is to be reported to the York Region Public Health Staff. Violation of this non-smoking policy could result in a \$5000.00 fine.

Social Work Services

Our Social Workers provide families with support and guidance regarding Ministry funding, transitions, and dealing with various challenges that accompany caring for children with special needs.

Important Dates

Tuesday September 3, 2013	First day of school for students
Tuesday September 10, 2013	Open House at 7:30 p.m.
Monday September 23, 2013	Sukkah Party
Friday November 8, 2013	Early Winter Dismissal begins (2:00pm)
Monday November 11, 2013	Staff Professional Development Day (school closed)
Monday December 23, 2013	Winter Break begins
Sunday January 5, 2014	Winter Break ends
Friday March 14, 2014	Late Summer Dismissal begins (Pre-school 1 and 2 2:55pm)
Monday April 14, 2014	Passover Break begins
Thursday April 24, 2014	First day of school after Passover
Monday May 26, 2014	Staff Professional Development Day (school closed)
Wednesday June 25, 2014	Last day of classes

Please refer to School Calendar for additional dates

Flexible Instructional Days

In order to accommodate staff, parents, and students during the fall holiday period, days are designated as FLEXIBLE INSTRUCTIONAL DAYS. School remains open on these days, but staff members are given the opportunity to take time off in order to prepare for the chagim or go out of town. While we will be able to maintain our high level of care and instruction during these days, some regularly scheduled therapies and activities may not take place. The following days are the designated FLEXIBLE INSTRUCTIONAL DAYS:

Pre-school 1 and 2

Tuesday September 3, 2013	9:00 – 2:55
Wednesday September 4, 2013	9:00 – Noon
Wednesday September 18, 2013	9:00 – Noon
Monday September 23, 2013	9:00 – 2:55
Tuesday September 24, 2013	9:00 – 2:55
Wednesday September 25, 2013	9:00 – Noon

Fundraising Events

Presently, Zareinu Fundraising Events include:

- Scotiabank Toronto Waterfront Marathon- Sunday, October 20, 2013
- The Zareinu Fashion Show- Tuesday, November 12, 2013
- The Zareinu Learnathon- February/March 2014- motzi Shabbos and days before/after
- Bowlereinu- March 2014- a high school fundraising event
- The Zareinu Golf Tournament- Tuesday, May 20, 2014
- The Zareinu Moveathon- Sunday, June 8, 2014
- The Zareinu Ride- Sunday, June 22, 2014

Parents are strongly encouraged to volunteer and participate to fundraise for Zareinu.

This year, as part of the financial assistance agreement, we are requesting that families who qualify for assistance partner with us and endeavour to raise an amount equal to 20% of the difference between their full fee and their agreed tuition for Zareinu through any of its programs or projects.

Admissions & Tuition Policy

The following steps need to be followed in order to ensure a place for your child:

1. Payment of the placement fee before the requested date of the current school year.
2. Post dated cheques, payable on the 1st of each month for the full amount of the tuition are to be delivered to the school prior to a child's placement. Please make cheques payable to Zareinu Educational Centre.
3. No child may begin the program if there is an outstanding tuition balance from a prior year.
4. As a result of the commitments made to staff, if a child leaves the program during the middle of the year, tuition will not be refunded except in extraordinary circumstances.
5. Zareinu is a partner of the Centre for Jewish Education. If a parent is unable to pay full tuition and requires a subsidy, a completed subsidy application form must be submitted. If a family has children in other day schools, those schools will be contacted in order to determine the total family tuition obligation. The family will then be advised regarding the tuition fee.
6. Any questions regarding financial arrangements should be directed to the Director of Business Affairs at 416.661.1800 x224, and will be addressed by the Admissions and Tuition Committee.
7. You will receive a statement of funds paid for tuition in 2013 to claim as a medical expense on your tax return. For children under 4 years of age in the Infant Intervention Program or Preschool Program, parents may request daycare receipts. You may request therapy reimbursement from health plans. Please consult your personal accountant or financial advisor.
8. The family must agree to assign their CCAC dollars to Zareinu Educational Centre as provider of choice. If the family wishes to redirect those monies, tuition will increase by that amount. This practice will apply to all families and be part of the standard application.
9. To help offset the cost of providing programs and services, Zareinu Educational Centre helps qualifying families apply for assistance from many foundations, such as Presidents Choice or government ABA funding. As a condition of your financial assistance award, where applicable and possible, you commit to work with Zareinu Educational Centre and submit applications to appropriate foundations and if approved, any funds awarded will be given to Zareinu Educational Centre, the "vendor" or service provider.
10. Zareinu Educational Centre reserves the right to dismiss a child should the school be unable to provide adequate services for that student. If the family requires, Zareinu Educational Centre will help the parents find a more suitable setting for their child. At

the parent's request, Zareinu Educational Centre staff will agree to remain in contact with the family and the new setting to facilitate a child's well-being during transition.

11. We have never deviated from our mandate to ensure that ***no child is denied the right to proper service due to the inability of a family to pay.*** As many of our families are experiencing financial difficulties, we are underwriting more tuitions than ever before. We therefore strongly request that ***every parent/family*** assist us in any way possible to help raise much needed funds for Zareinu Educational Centre.

12. Please note: A \$15 NSF Fee will be charged for any cheques returned due to insufficient funds.

Parents must agree to Zareinu's Admission & Tuition Policy and confirm by checking the appropriate box on the Student Application.

Supportive Organizations to Zareinu

The following organizations are supporters of Zareinu. You may wish to consider them for your own needs.

KRG Insurance Brokers- Division of RRJ Insurance Group Limited

KRG offers home, automobile, business, and many other types of insurance.

Contact: Danny Schlesinger- Vice President
2450 Victoria Park Avenue, Suite 700
Toronto, ON M2J 4A2
Phone: 416.636.4544 x 318
Email: danny@krg.com
Website: www.krg.com

eTopia Communications Inc.

eTopia Communications is a telecommunications consulting firm specializing in wireless optimizations. eTopia helps customers manage their Cellular, Internet and TV costs with the major Canadian carriers.

Contact: Jamie Wolkove- Director, Sales
10 Kodiak Crescent, Suite 200
Toronto, ON M3J 3G5
Phone: 416.855.4825 x 223
Email: jamie@etopia.com
Website: <http://etopia.ca/>

Kosher Trends

Kosher Trends by Mona Pasternak is a full service meat, dairy and vegetarian catering company that provides artistic design and high quality food for every lifestyle. Kosher Trends has generously offered to donate 10% of every pre-tax catering order to Zareinu until June 14, 2014. Simply mention you are part of the Zareinu Family and they will make a donation to help support the children of Zareinu.

Contact: Mona Pasternak
363 Canartic Drive
Toronto, ON M3J 2P9
Phone: 416.665.6662
Email: mona@koshertrends.com
Website: www.koshertrends.com



Thank you for your trust and confidence.
We look forward to a meaningful school year.