



YESHIVAH-BETH RIVKAH PRE-SCHOOLS
GUREWICZ EARLY LEARNING CENTRE
תחת נשיאות כ"ק אדמו"ר מליובאוויטש

GUREWICZ EARLY LEARNING CENTRE PARENT HANDBOOK

Table of Contents

ברוכים הבאים Welcome	2
Philosophy Statement	2
National Quality Framework	3
Enrolment Procedures	4
Hours And Fees	4
Payment Options	4
Child Care Subsidy	5
Cessation Of Care	6
Family Involvement And Communication	6
Orientation	7
Inclusion	7
Staffing	7
Program	8
Gross/Fine Motor Program	9
Music Program	9
Excursions/Incursions	9
Positive Behaviour Guidance	9
Sign In/Out	9
Punctuality	10
Meals And Snacks	10
Clothing/Sun Protection	11
Toys	12
Sleep/Rest Time	12
Illness	12
Safety/ Emergency Procedures	13
Accidents	13
Medications	13
Immunisations	13
Grievances	13
What To Bring	13
Appendix 1 – School And Gurewicz Early Learning Centre Calendar 2019	14
Appendix 2 – School Exclusion List	15
Appendix 3: Direct Debit Request and Payment options	16
Appendix 4: Driveway Procedures	17



PHILOSOPHY STATEMENT

The Yeshivah-Beth Rivkah Pre-Schools are the gateway to the Yeshivah - Beth Rivkah Colleges.

Chabad Chassidic chinuch (educational philosophy) is the foundation and ethos of our schools, which welcomes and embraces all families into our Centre. The light of Chassidus permeates every kinder room as articulated by the Rebbe through his Mitzvah campaign and readying the world for Moshiach.

We believe that all children have the right to experience quality child care. Essential to the Centre philosophy is the need to maintain a warm, positive and co-operative environment in which children can grow and learn. Such a nurturing environment is deemed vital for the development of self-esteem and confidence.

Our Pre-Schools aim to develop the "whole person", and as such provide a balance of social, Jewish and General studies as well as life skills, to promote the child's complete personal development.

Our philosophy draws on and is developed by values held by staff, families and management and reflects the needs and values of the community. Families are encouraged to ask questions and to raise issues about our Centre's policies at any time. This process respects and values the views of all and enhances clarity and understanding. This ensures a sound basis for building and planning programs for children at our Centre.

We value the child within the context of the family and we believe that the family is the primary educator of the child. Each child's family knows their child best, and staff work in partnership with families to ensure the best outcomes for children. Family bonds are respected and nurtured through the development of open communication and close working relationships between home and the Centre. We believe that the child's overall development will be enhanced by this.

Positive self-esteem and self-concept are essential for optimal learning and development of children. Strong emphasis is placed on genuineness, creativity, honest self-expression, and freedom of choice. In this climate children become increasingly self-aware and accepting of themselves, and in turn, more tolerant and accepting of others, and the wider environment.

We strive to promote a sustainably friendly environment – in both looking after and educating our children and families in sustainable practices. The staff works to accommodate and facilitate a wide range of differences between children. All children need to feel they are valued as individuals, with unique abilities and interests, and capable of achieving their potential. This takes account of qualities including rates of development, styles of learning, needs, and interests. Children are provided with an environment rich in materials, equipment and instruction, so as to explore, to experiment, and to experience the world in their own way and in their own time. This is based on the assumption that children learn best by actively doing things, through play. Learning through play becomes a natural extension of the child's curiosity. Play can take a variety of forms, modelling, observing, imitating, experimenting and experiencing. We plan the experiences that are the basis of the pre-school curriculum based on these

"Education should not be limited to the acquisition of knowledge and preparation for a career.

Education should teach a child how to live a better life, not only for the individual, but for the advancement of society as a whole.

The educational system must, therefore, pay more attention, - indeed, this must be its central focus - to the building of character, with emphasis on moral and ethical values."

The Rebbe - Rabbi Menachem Mendel Schneerson



forms of play experiences, together with the children's present developmental stages and past and current interests.

Attention to children as individuals ensures that learning experiences offered are challenging and achievable. In their interactions, staff consistently demonstrates sensitivity and respect to a wide variety of backgrounds and family structures.

We believe children learn best in an atmosphere of warmth, safety, and security. We create an atmosphere that is respectful of individuality, and where physical, intellectual, and emotional growth is nurtured.

NATIONAL QUALITY FRAMEWORK

Our Centre complies with the National Quality Framework which aims to raise quality and drive continuous improvement and consistency in education and care services.

The National Quality Standard sets a national benchmark for the quality of education and care services.

We are proud that The Gurewicz Early Learning Centre has achieved an "Exceeding" rating in ALL 7 quality areas.

The National Quality Standard is divided into the following Quality Areas:

1. Educational program and practice.
2. Children's health and safety.
3. Physical environment.
4. Staffing arrangements.
5. Relationships with children.
6. Collaborative partnerships with families and communities.
7. Governance and Leadership.

Further information on the policies and the frameworks can be found in the Philosophy and Policy document located in the foyer.

Child Safety and Child Protection

In 2014 Yeshivah – Beth Rivkah embarked on a comprehensive accreditation process with the Australian Childhood Foundation (ACF) and in early 2016 our organisation was accredited under the 'Safeguarding Children Program' (SCP).

Achieving Accreditation indicates that YBR complies with all seven standards of the SCP accreditation requirements and demonstrates Yeshivah – Beth Rivkah's dedication and commitment to child safety.

We take seriously our responsibility to deliver a learning environment that is caring, nurturing and safe. We are committed to safeguarding children and young people from abuse and neglect.

Visibility and access to classrooms has been updated in line with best practice, and interactive and tailored programs for children and adolescents are in place to enhance the safety of all students. YBR places high priority on such initiatives.



There is a requirement for all at Yeshivah - Beth Rivkah Colleges and the Pre-Schools (The Board, staff and volunteers) to understand the important responsibility they have to:

- protect children and young people from all forms of abuse, bullying and exploitation;
- be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.

Parents may view our 'Safeguarding Children Policies' via the school website: www.ybr.vic.edu.au/policies/.

ENROLMENT PROCEDURES

Applications for Admission to Pre-School are invited at any time, and can be picked up and lodged at the Gurewicz Early Learning Centre.

Generally places will be allocated in order of application. However, consideration will be given to special cases. Places will be offered as vacancies occur, according to our Priority of Access, as stated in the Philosophy and Policy document.

An application for admission fee of \$100 is non-refundable if a place is offered to your child. In the instance that your child is not accepted this application fee will be refunded in full.

Parents wishing to withdraw their child from our Pre-School are to give one quarter's notice in writing to the Pre-School Head and any advanced fees paid will be refunded on a pro rata basis.

Gurewicz Early Learning Centre is pro-active in enabling access for children with additional needs and from ethnic backgrounds, provided that the staff can adequately meet the child's needs.

Where care is sought for such a child, it is appreciated if as much notice as possible can be given, in order to organise supports such as additional staff as required. The Centre actively liaises with Jewish Care, FKA, KU, Noah's Ark, City of Glen Eira and appropriate resource centres to support children with additional needs.

HOURS AND FEES

Gurewicz Early Learning Centre operates as a Long Day Care Centre. Our Pre-School operates for 48 operational weeks of the year and is an approved childcare service and eligible parents may claim the Childcare Subsidy to subsidise their fees.

Hours

Depending on your activity levels that you have submitted to Centrelink, you may be entitled to a certain number of subsidised child care hours.

Whilst the Centre is open for 100 hours of care per fortnight, parents may choose from the following 2 options.

OPTION 1

The 72 hour per fortnight session times will run from **Monday – Thursday: 8:40am – 4pm**

Friday: 8:40am – 3:15pm

(from Friday 3rd May 2019 till Friday 16th August inclusive)

Friday: 8:20am - 2:45pm

OPTION 2

The 100 hour per fortnight session will run from **Monday – Thursday: 8:20am – 4:15pm**

Friday: 8:20am – 3:15pm

(from Friday 3rd May 2019 till Friday 16th August inclusive)

Friday: 8:20am - 2:45pm

Before and After Care:

Beforecare is offered Monday – Friday starting at 8am and concluding at the time that your session time starts.

Aftercare is offered from the end of your session time until 6:30pm, Monday – Thursday only.

If you are enrolled in option 2 (100 hour per fortnight sessions), the before/after care is included in your weekly rate.

If you are enrolled in option 1 (72 hour per fortnight sessions), extra charges may apply, please speak to the office for more information.

Fees 2019

The fee for childcare before any childcare subsidy is:

- \$445 per week for kinder; or
- \$525 for transitional kinder

Childcare is charged from Friday 1st February 2019 to Tuesday 24th December 2019 inclusive.

Optional Holiday Program 2019

We also offer an optional 9 day holiday program starting from Tuesday 15th January 2019 until Friday 25th January 2019. To be eligible, you must have attended the **GELC in 2018** in either 3 or 4 year old kinder. Parents may choose either 1 week or both weeks, subject to availability. The fee for the 9 day program is \$800 and must be paid at the time of booking to reserve your child's place. If you are booking for individual weeks, the cost for Week 1 is \$355 and Week 2 is \$445.

Optional Holiday Program 2020

We will also offer an optional 9 day holiday program starting from Tuesday 14th January 2020 until Friday 24th January 2020. To be eligible, you must have attended the **GELC in 2019** in either 3 or 4 year old kinder. Parents may choose either 1 week or both weeks, subject to availability. The fees will be advised during Term 3 of 2019.

PAYMENT OPTIONS

The fees are collected via the administration office. Fees are payable 1 quarter in advance unless some other mutually agreed payment plan has been arranged with the administration office. A receipt will be issued after payment.

See Appendix 3 - Page 16 Direct Debit form.

CHILD CARE SUBSIDY

Childcare Subsidy helps with the cost of your childcare. It is paid directly to the Childcare Centre and reduces the fees you pay. To be eligible, you must advise Centrelink through your "mygov" login. Your gross household income and level of activity will be used to determine your eligibility, subsidy rate (as a percentage) as well as the number of hours of subsidised care. To make further enquires about your eligibility, contact the Family Assistance Office (FAO) on 13 61 50.

FAO have set down the following regulations for families receiving Childcare Subsidy:

Immunisation: To claim Childcare Subsidy you need to prove that your child's immunisation is up to date. Please supply a copy of your child's "Immunisation History Statement". It is provided through Medicare.

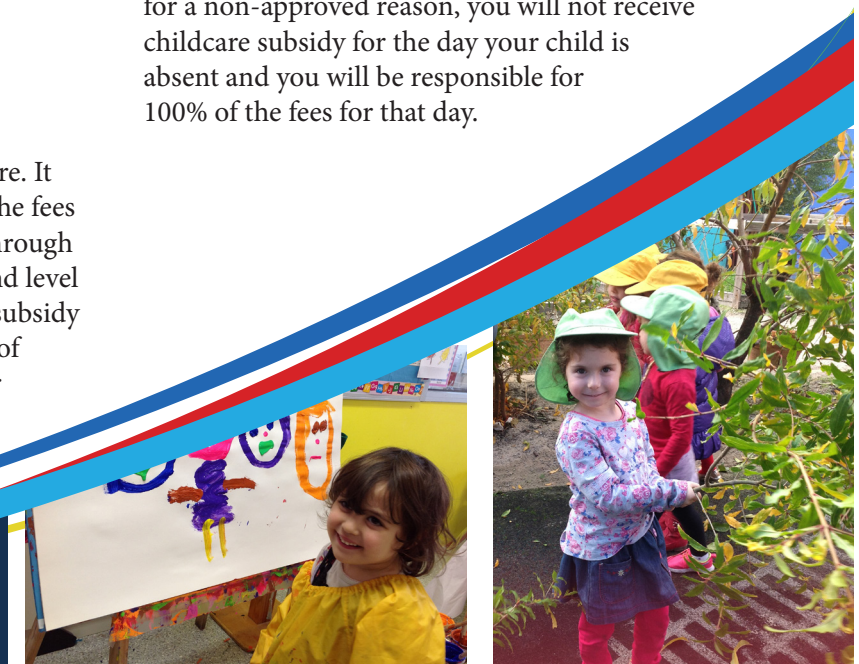
Absences: Childcare subsidy can only be paid for up to 42 absence days per child (calculated from July-June of each year). This includes absences recorded for public holidays and throughout school holidays. It excludes the optional 9 day holiday program in January.

Please note: the Government will pay childcare subsidy for the first 42 days per financial year of absences taken for any reason including approved and non-approved absences.

If a family wants to receive CCS for additional absence days for a child, they will need to provide documented evidence to the service to support one of the following approved reasons;

- Illness with a medical certificate
- Non-immunisation (with written evidence)
- Rostered days off with a letter from the employer confirming the RDO
- A child being excluded from care due to an outbreak of an infectious disease against which the child has not been immunised
- The parent must provide a medical certificate or a written statement
- Student free day at the school that a sibling attends

Provided your child is absent for one of the above reasons, there is no limit on the number of additional absent days that you can claim childcare subsidy for. If you have used up your 42 days of absences, and your child is absent for a non-approved reason, you will not receive childcare subsidy for the day your child is absent and you will be responsible for 100% of the fees for that day.





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GUREWICZ EARLY LEARNING CENTRE

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CESSATION OF CARE – Relevant for students entering Foundation in 2020

Children attending Foundation in 2020 who cease childcare prior to starting Foundation, will not receive childcare government subsidies after their child stops attending childcare for the year, i.e. that their last registered days are registered as absent. Accordingly, if your child ceases care the last registered day, you will be reissued with a statement for any shortfall on the account due to your government benefits ceasing. Please note that you will continue to receive government subsidies if your child is away on an occasional day during the December holiday period, as long as your child still attends the centre on some days, and has not ceased care for the year. Subsidies will only cease on the last day that your child attends care for the year.

FAMILY INVOLVEMENT AND COMMUNICATION

We value the concept of the family. When your child enters our Centre he or she becomes part of our Gurewicz Early Learning Centre family and family members are welcome to visit our Centre at any time.

Family involvement plays a crucial role in bridging the gap between the home environment and the Centre. Consistency can be achieved when families are encouraged to participate in a meaningful way. We particularly encourage families from different cultural backgrounds to contribute their knowledge and skills.

Families are encouraged to be informed of, and contribute to, the policies and management of the Centre which can be via representation on the Board

or Parents Association comprising administrators, staff and family members.

Their main functions are to help develop specific policies in relation to the operation of the Centre and fund raising activities. An Annual General Meeting is held to elect members. Families will be asked to nominate representatives, and will be notified as to who is elected.

Meetings are conducted regularly throughout the year. Sub-committees will be convened as required. Meetings are advertised via the community newsletters.

Information evenings are scheduled for prospective families to have the opportunity to meet staff, view facilities and find out more about our Pre-School Centres.

Ongoing communication is essential and is relayed through various avenues including: weekly newsletters, email updates, daily program updates, photos and the "Our School" app.

Parent feedback is encouraged via email, parent feedback forms, and on the daily/weekly program sheets.

In addition feedback can be provided via a parent suggestion box, noticeboard / whiteboard, where relevant family information is displayed.

Other opportunities for family/staff communication are Information Evenings in early Term 1, mid-year interviews as well as informal discussion at drop-off or pick-up time. Staff is available to meet with families at mutually convenient times to discuss any concerns as they arise.

A variety of guest speakers and a parent library provides additional resource information on child related topics.

In addition, special activities are arranged to allow family members and other members of the community to participate in the Centre activities. Families visiting the Centre are asked to wear appropriate attire.

All Centre information can be made available in languages other than English and families requiring translated information should speak to the Pre-School Head.

Families are requested to download the "Our School" app to receive up-to-date happenings in the Pre-Schools and Schools, and to be informed of personal and community announcements that are being made.

ORIENTATION

The Gurewicz Early Learning Centre provides many opportunities for children to visit our kinders before they begin. To ensure a successful and comfortable adjustment to Gurewicz Early Learning Centre, children may need a gradual introduction to the Centre. We encourage you to spend the time with your child in orientation. Families can telephone the staff at any time to inquire about their child. The Gurewicz Early Learning Centre encourages families to undertake pre enrolment visits at the Centre, including music and story-telling sessions which are held each month for children enrolled for the following year.

Information evenings are scheduled at the beginning of the year during which families have the opportunity to meet staff, view the facilities and find out more about our kinder program. The staff welcomes each child warmly on arrival and involves the children in interesting activities to facilitate their willingness to part from their families. Where a child speaks a language other than English, staff learns key phrases and words in the child's home language in order to assist the child in feeling secure in the Centre. Settling in is tailored to meet both the families and children's needs.

For children beginning in the transitional and the 3 year old kinders it is preferred that they are picked up after lunch by 12.30pm in the 1st week and start the sleep/rest program in their 2nd week at the Centre. All settling in procedures are tailored to meet families' needs so please discuss your requirements with the Staff / Pre-School Head and we will do our utmost to accommodate you. Please note that your child should be toilet trained by the start of the 3 year old kindergarten year.

INCLUSION

Gurewicz Early Learning Centre offers an inclusive program which aims to ensure children have access to our centres including those: from non-English speaking backgrounds and with additional needs.

Our Early Learning Centres support inclusion by:

- providing information to families and staff
- assisting families to access appropriate children's services
- referrals to other relevant services
- liaison between services
- assisting staff in developing programs or strategies for individuals or groups of children
- providing on-going support to families and staff
- offering in-services and professional development

STAFFING

Our centre is staffed by qualified and experienced staff including Early Childhood educators, Jewish Studies teachers and Early Childhood Assistant educators. The majority of our staff are trained in First Aid and there is always at least one staff member on duty with First Aid qualifications.



Our staffing policies and daily procedures all provide for the continuous supervision of your child. Our team consists of professionals carefully selected for their commitment, experience, enthusiasm and ability to relate to children with a loving attitude. We have a team of experienced relief staff who are familiar with our procedures and children, and can be called upon to cover staff sick leave and holidays.

PROGRAM

Yeshivah Beth Rivkah Pre-Schools use the Early Years Learning Framework to inform the development of our curriculum that enhances each child's learning and development.

Children at our Centre are provided with a varied and stimulating planned activity program, aimed at developing their physical, intellectual, emotional and social growth in an enjoyable and challenging manner. Planning involves overall plans for the group of children and for individual children in the room. These are developed from observations made of the children in their room.

Developmentally appropriate activities and experiences are provided each day through the planning process. The importance of learning through play is acknowledged as play is the natural way children learn about themselves and the world around them. We feel that our most important role when with children and when introducing new concepts to them is to consistently show support and encouragement for their efforts.

As part of our Chinuch, we promote a love of Judaism and Jewish values. The culture, laws, customs and tradition of Judaism are taught in a variety of ways including song, story, art, craft and drama. We present an integrated approach to the Early Learning Centre curriculum.

Focussing around the Jewish calendar, the Jewish and Chassidic holidays, תפילה (prayers) and ברכות (Blessings for food). Students participate actively in תפילה and in the weekly שבת Shabbat party.

Children are introduced to the letters of the Hebrew alphabet which is presented at their developmental level and stage of readiness. Hebrew language is incorporated at every opportunity through play, stories and songs. Vocabulary grows through identification of common objects in the classroom, parts of body, members of the family, seasons, numbers and colours, etc.

GROSS/FINE MOTOR PROGRAM

A special Sport program is offered as part of the Pre-School curriculum. It is a unique motor program that gives children the opportunity to be exposed to the many benefits of physical fitness and sport. It is a program where sport is used as a mechanism to teach children by focusing on concentration, perseverance, self-confidence, responsibility, independence, sportsmanship and teamwork. The program focusses on skills associated with a variety of sports, one sport being covered every week e.g. Baseball, basketball, cricket, hockey, volleyball, footy, soccer and tennis. Each session makes use of bright, exciting, innovative child and sport specific equipment to enable the learning of motor and physical fitness elements such as agility, balance, flexibility, power, strength, and cardiovascular-fitness.

The instructor is dynamic, friendly and highly experienced, ensuring that each child benefits from this educational experience.

MUSIC PROGRAM

Music is an integral and much enjoyed part of the Gurewicz Early Learning Centre and is incorporated into our program on a weekly basis. Music plays an important role in many areas of child development. The benefits of a music and movement program in preschool aged children are vast and include, but are not limited to:

- Promotes creativity and imagination
- Provides a safe space to explore improvisation
- Refines listening skills – noticing changes in tempo or pitch
- Improves gross motor skills
- Encourages group participation – improves social skills
- Improves balance, rhythm and coordination through dance and movement
- Creates body awareness through actions involving all parts of the body.

Many genres of music are incorporated into the program and the Jewish calendar is reflected in many of the songs and music chosen. A vast range of instruments and props are used to reinforce musical concepts. Drumming (a real favourite) is also included into the program.

EXCURSIONS/INCURSIONS

Excursions and incursions are a valuable learning experience and are organised throughout the year to enhance the planned program. You will be asked to sign permission slips for each excursion. These inform you of the date and other details of each excursion. Children will only be permitted to go on excursions if these permission slips are returned to the teacher in time.

POSITIVE BEHAVIOUR GUIDANCE

It is the goal of staff to help children become happy, cooperative participants in the program through positive and non-threatening behaviour guidance techniques. Our educators consistently show support and encouragement for their efforts. An outline of the principles of our policy is in the Philosophy and Policy document, available in each of our Centres.

SIGN IN/OUT

Please greet staff when you arrive. This helps them to encourage your child to settle into their day at the Centre. In order to comply with Government regulations, attendance records are kept. Your child must ALWAYS be signed IN when arriving and OUT when leaving.

NOTE: Children will only be placed in the care of people listed in the Personal Record form. Please nominate all people who are authorised to collect your child from the centre. Any changes to this arrangement should be made in writing.

NOTE: If there are special circumstances where a certain person is NOT to collect your child, a Court Order (original) must be sighted and a copy kept in your child's file at the Centre.





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GUREWICZ EARLY LEARNING CENTRE
תחת נשיאות כ"ק אדמו"ר מליובאוויטש

PUNCTUALITY

Please be punctual in picking up your child. A child can be rather distressed if he or she is the only one left behind. It is vital to inform staff of unexpected delays. If a child has not been picked up by 6:30pm (Mon to Thur) or 3:15pm (Friday), 12:45pm (Friday) from 3rd May - 16th August, then staff will follow the procedure outlined in the Philosophy and Policy document.

MEALS AND SNACKS

Our Centres aim to create a safe environment for children who are allergic to nuts and products containing nuts. Parents are asked not to bring nuts or food containing nuts into the Centre and to be vigilant and very careful in checking for nuts and nut traces in all ingredients that they may use in the food their child brings into the Centre. Nut allergies can be life threatening and even touching nut products can cause illness, even fatality.

Goal:

To supervise and assist children to receive safe and nutritious food.

Strategies:

- Parents will receive advice on both suitable and unsuitable food to pack for their children
- Water is available at all times throughout the day. Jugs and mugs are available for the children to use This encourages independence and develops pouring skills
- Emergency food will always be available for children who have brought insufficient food or fruit/vegetable snacks if they are still hungry
- Parents will be advised if their child is not eating well

- Children wash their hands before handling food or eating meals and snacks
- Food will be stored and served at safe temperatures.

Goal:

To provide an eating environment that assists the transmission of family and multicultural values.

Strategies:

- Staff members sit with children at mealtime
- Food is never used as a form of punishment either by its provision or denial
- Multicultural differences will be recognised and accepted
- Special occasions may be celebrated with culturally appropriate foods.

Goal:

To teach children about food and nutrition.

Strategies:

- Food awareness activities are included in the Centre program
- Children will be encouraged to get practical experience in food preparation
- The foods being eaten by the children will be discussed with them.

Meals

Each child must bring a kosher, nourishing, milchig (dairy) or parve lunch (neither meat nor dairy), as well as morning tea. If a parent is unsure about the kashrut of a food item we have a kosher list in the kinder or a staff member can advise you.

Staff should be informed of perishable food products so that they can be put in the fridge upon arrival at kinder so that they can be stored at an appropriate temperature.

Birthdays

Having a birthday is a wonderful experience for children. Celebrating birthdays at the Gurewicz Early Learning Centre is an opportunity to give individual children great enjoyment and a boost to self-esteem and self-confidence. We have a special celebration and invite family and friends to join us.

In some of our Kinder rooms the cakes are baked with the children and parents are asked to make a donation to the kinder. This enables us to purchase extra resources for the centre.

In other Kinder rooms parents are asked to buy a cake from a Kosher supplier.

Party bags are not necessary, but if they are sent please do not include food and please check with the classroom teacher before purchasing any item for its suitability to the developmental age of the children in the group.

We encourage a donation of a book to mark the occasion, with the child's name inscribed. Families will be informed of and thanked for the item purchased. The child takes pride in the צדקה (charity) given.

Birthday parties that are held outside of kinder should take all children into consideration and ensure that all food is kosher and not hold the party on Shabbat or Chagim. Invitations may be handed out at kinder as long as all children are invited.

We look forward to celebrating your child's birthday in the Gurewicz Early Learning Centre. Please provide your child's Hebrew birth-date and inform us in advance of the day you wish your child to celebrate the birthday.

CLOTHING/SUN PROTECTION

Children should wear comfortable, sturdy clothing to the Centre that is clearly marked with their name. The program is designed to provide a range of stimulating and frequently messy activities. "Good" clothes inhibit the children from participating in the program. Parents should avoid dressing their child in overalls or placing belts on clothing as this impedes independent toileting.

Staff respects children's clothing preferences within the scope of the Centre's policy. The Centre provides smocks for messy activities.

All children are to have a spare change of clothing (underpants, socks, singlet, pants/dress) in a bag in addition to a spare jumper or jacket in case the weather becomes unpredictably cold. These need to be named and returned promptly to the Centre if it has been sent home after use.

Thongs, plastic sandals, crocs and backless shoes are not acceptable. Gumboots may be worn to and from the Centre, but shoes must be sent along.

We encourage children to dress and undress themselves, thereby enhancing their self-help skills. Staff assistance is provided willingly as necessary.

Children should be adequately dressed for indoor temperatures and outdoor weather conditions. Children should wear sun safe clothing that covers most of their skin.

The Gurewicz Early Learning Centre Sun Smart policy has been developed to try to ensure that all children attending the Centre are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year but with particular emphasis from mid-August to end of April.



A combination of sun protection measures are used whenever the UV levels reach three and above. UV levels and sun protection times are monitored each day to help with the implementation of this policy.

We supply sunscreen (SPF 30 or higher) but ask parents to provide sunscreen if a specific one is required by their child (e.g. for sensitive skin). Staff will apply sunscreen as required. Use by date of sunscreen will be checked as it has been found that sunscreen loses its effectiveness after 12 months. All children must wear sun hats when outdoors whenever the UV levels reach three and above. Children who do not wear hats will be asked to play in an area protected from the sun.

The Centre supplies hats to all children in the Centre. These are colour coded according to the group. If a child uses a spare hat, the hat is sent home to be washed and should be returned the next day. We also encourage all children to wear Australian approved sunglasses. A more comprehensive outline of our policy is in the Philosophy and Policy document.

TOYS

We ask that toys not be brought to kinder; a soft toy for rest time is welcome.

SLEEP/REST TIME

All children are encouraged to have either a rest period or a sleep after lunch. A calm and relaxing atmosphere is created during the rest period. Children are encouraged to rest or sleep while soft music or stories are played. For those children who are awake we supply activities which the child can play with quietly.

We work with the needs of each child and family as to how much or little sleep that child needs.

ILLNESS

Please be considerate of the health of your child and others at the Centre. If your child has a temperature, an infectious disease (e.g. thrush, conjunctivitis, gastroenteritis) or is so uncomfortable that she/he will be miserable all day, please make other arrangements. If we notice your child showing any sign of toothache, bleeding gums or dental trauma we will notify families.

REMINDER!

We recommend and encourage you keep your child home:

- If he/she has a fever or has had one during the previous 24 hour period
- If he/she has a cold that is less than 4 days old
- If he/she has a heavy nasal discharge
- If he/she has a constant cough
- If he/she is fussy, cranky, and generally not himself/herself
- If he/she has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus fever). Please notify the school at once if the child does have a communicable disease.

If your child becomes ill whilst at the Centre he/she will be separated from the group and we will phone you to come and collect your child (or the person nominated as an Authorised Nominee on your behalf if parents cannot be contacted).

A Department of Human Services PERIOD OF EXCLUSION LIST is included as Appendix 2. Please ensure that you adhere to the specifications.

If your child has an infectious disease which is not stated on the Exclusion List the child may be excluded at the discretion of the Head of Yeshivah - Beth Rivkah Preschools and the parent may be asked to produce a medical certificate before the child can recommence care.

Signs will be posted if a child attending the Centre has developed an infectious disease.

SAFETY/ EMERGENCY PROCEDURES

Each centre has comprehensive safety, accident and emergency evacuation and lockdown procedures which are posted at all exits. All staff are familiar with and able to implement these procedures. For details of the procedures, please refer to the Philosophy and Policy document.

ACCIDENTS

All accidents are recorded in an accident register, where the circumstances and treatment are recorded. The parent/guardian will be requested to sign confirming the notification of the incident.

MEDICATIONS

If you have any medication for your child PLEASE HAND IT TO STAFF.

Medication is only administered under the following conditions:

1. Medication is recorded in the Medication Booklet and SIGNED by parents/guardians
2. Staff will record administration of medication
3. If it is a prescribed medicine it MUST be prescribed for your child
4. The medication will not be given if out of date
5. Staff will not administer more than the prescribed dose
6. Parents must inform staff of time of the last dose.

IMMUNISATIONS

Immunisation is particularly important for children in child care.

The 'No Jab No Play' policy requires children to be fully up to date with vaccinations before they can commence at early childhood education and care services (excluding outside school hours care).

It is the policy of the Centre that all children attending the Centre be immunised according to the State of Victoria Immunisation Schedule. The Immunisation History Statement must be supplied on enrolment and when subsequent immunisation occurs.

GRIEVANCES

The procedure for parents with a possible grievance:

1. Discuss concern with the staff in the room
2. The Pre-School Head will then be consulted. If the parent is still not satisfied the matter would be brought to the attention of the Heads of the School
3. If there are still concerns, a written complaint can be sent to:

The Department of Education and Training
Southern Metropolitan Area Team
Level 5, 165-169 Thomas Street
Dandenong Victoria 3175
Telephone: (03) 8765 5787
P O Box 5
Dandenong Victoria 3175
Email: smr.qar@edumail.vic.edu.au

WHAT TO BRING

Each child should bring the following NAMED articles:

- 1 blanket (cot size)
- 1 fitted sheet (cot size)
- 1 bag for linen
- 1 lunch box clearly labelled with name
- 1 bag (large enough to hold lunch box, belongings and art work) able to be opened by the child, and have shoulder straps
- 1 large bag containing a complete change of clothing all labelled with name.

• צדקה Tzedaka

Charity is a fundamental Jewish concept, so we encourage each child to bring a coin daily for צדקה.

• מצוה Mitzvah Notes

We encourage children to do good deeds- מצוות, please send מצוה notes to kinder with your child. These will be read daily.

• And, of course, a great big smile 😊

"Jewish tradition perceives children as worthy and deserving of our greatest resources of time and energy to create an environment that is both physically and spiritually nurturing. For it is the children who embody the purity of intent, sincerity, faith and enthusiasm for life."

- The Rebbe



APPENDIX 1 – SCHOOL AND GUREWICZ EARLY LEARNING CENTRE CALENDAR 2019

YESHIVAH – BETH RIVKAH & GELC TERM DATES 2019 תשע"ט/ תש"פ 5779/5780



** Denotes GELC Childcare available

TERM 1 – Friday 1 February [students] – Tuesday 16 April (Friday Close 3.15pm)		
Friday 25 January	New Staff Orientation 8.45am – 12.30pm	
Tuesday 29 – Thursday 31 January	Staff Conference Days Jan 31 - Term 1 commences for Foundation & Year 7 (Part Day) ; Yeshivah Secondary VCE 3 & 4 (Full Day) students	
Friday 1 February	Term 1 commences for students	
Monday 11 March	Labour Day	GELC/School Open
Wednesday 20 March	Ta'anis Esther	School closes 3.10pm ** (Primary Supervision provided until 4.00pm)
Thursday 21 March	Purim	GELC/School open 9.15am – 11.15am
Friday 22 March	Shushan Purim	School begins 9.15am for all campuses** (Primary Supervision provided from 8.30am)
Tuesday 16 April	School closes regular time for Pesach and term vacation**	
School Holidays and Childcare Availability: Wed 17 April & Thursday 18 April: School Closed - GELC Childcare available Friday 19 April: Erev Pesach - School closed; Shabbat 20 April – Saturday 27 April: Pesach - School closed Monday 29 April – Wednesday 1 May: School Closed - GELC Childcare available		

TERM 2 – Thursday 2 May - Friday 28 June (Friday Close 2.45pm)		
Thursday 2 May	Term 2 commences for staff & students	
Thursday 23 May	Lag B'Omer	GELC/School Open
Friday 7 June	Pre Erev Shavuot	GELC/School closes 1.00pm for Shavuot
Shabbat 8 June	Erev Shavuot	
Sunday 9 & Monday 10 June	Shavuot	GELC/School closed (Monday 10 June – Queen's Bday)
Tuesday 11 June	Mid-Term Break	School closed ** Staff Reporting Day 9.00 – 1.00
Friday 28 June	School closes regular time for term vacation	
<u>School Holidays and Childcare Availability:</u> Monday 1 July – Friday 12 July School Holidays - School closed; GELC Childcare available		

TERM 3 - Tuesday 16 July [students] – Friday 13 September (Fri Close 2.45pm first 5 weeks of Term 3. Resume 3.15pm close 23 Aug)		
Monday 15 July	Staff Conference Day	School closed **
Tuesday 16 July	Term 3 commences - students	
Sunday 21 July	Fast 17 Tammuz	
Saturday 10 August	Erev Tisha B'Av	
Sunday 11 August	Tisha B'Av	
Monday 12 August		School begins 9.15am for all campuses** (Primary Supervision provided from 8.30am)
Friday 13 September	School closes regular time for term vacation	
<u>School Holidays and Childcare Availability:</u> Monday 16 Sept – Friday 20 Sept - School closed; GELC Childcare available		

TERM 4 – Monday 23 September – Wednesday 11 December [students] (Friday Close 3.15pm)		
Monday 23 September	Term 4 commences for staff and students	
Sunday 29 September	Erev Rosh Hashana	
Mon 30 Sept & Tues 1 October	Rosh Hashana	GELC/School closed
Wednesday 2 October	Tzom Gedalia	School begins 9.15am for all campuses** School closes 3.10pm ** (Primary Supervision provided from 8.30am-9.15am & 3.10pm – 4.00pm)
Tuesday 8 October	Erev Yom Kippur	GELC/School closed
Wednesday 9 October	Yom Kippur	GELC/School closed
Thursday 10 October		School begins 9.15am for all campuses** (Primary Supervision provided from 8.30am)
Sunday 13 October	Erev Succos	
Mon 14 – Tues 22 October	Succos	School closed (GELC see box below)
Wednesday 23 October		School closed **
Tuesday 5 November	Cup Day	GELC/School Open
Wednesday 11 December	Last day students	School closes 1.00pm for summer vacation **
Friday 13 December	Last Day for staff	
<i>Chol Hamoed Succos – Wed 16 October – Friday 18 October: School Closed – Childcare available</i> <i>First Night Chanukah: Sunday 22 December Chanukah: Mon 23 December – Mon 30 December</i> <i>Childcare is available for GELC students from 1.00pm Wednesday 11 December until Tuesday 31 December (except Wednesday 25 & Thursday 26 Dec)</i>		

APPENDIX 2 – SCHOOL EXCLUSION LIST

Minimum period of exclusion from Primary Schools and Children's Service Centres for infectious disease cases and contacts

Public Health and Wellbeing Regulations 2009

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
- (b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au



To receive this document in an accessible format email: Infectious.diseases@health.vic.gov.au
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Department of Health

APPENDIX 3 – DIRECT DEBIT REQUEST

Parent Account Name: _____
Email: _____
Child's English Name(s): _____

Please tick:

☐ ENDURING AUTHORITY (2019 AND FUTURE SCHOOL YEARS)

By selecting this option you acknowledge that subject to the Customer Service Agreement, the payment option selected below will remain in place beyond 2019.

Payment Credit Card

Please tick the appropriate box to determine frequency of payments:

- ☐ in equal monthly instalments (last payment scheduled for 29 November 2019)
☐ in equal fortnightly instalments (last payment scheduled for 13 December 2019)

Please tick Preferred Payment Date(s) for monthly and/ or fortnightly instalments:

- ☐ 1st ☐ 15th

Where these dates fall on a non-working day, the instalment will be processed the next Business day.

To be completed by the cardholder:

Cardholder Name: _____ Card Type : ☐ Visa or ☐ Mastercard
Card Number: _____ Expiry (MM/YY): ____ / ____
Cardholder Signature: _____ Date (DD/MM/YY): ____ / ____ / ____

Periodical Bank Transfer *Please set up a periodical payment schedule with your bank, to pay your fees into the GELC Pre School bank account every fortnight (details below) This can be done via online banking.*

Bank Details: Pre School Yeshivah Beth Rivkah **BSB:** 033 169 **Account No:** 383 343

Please submit form to serena@yeshivahcentre.org or call Serena on 9522 8253

Direct debit request service agreement Definitions

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

Agreement means this direct debit request service agreement between you and us.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia or a Religious Jewish Holiday.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the direct debit request between us and you.

Us or we means Yeshivah Beth-Rivkah Colleges Inc., which you have authorized by signing a direct debit request.

You means the customer who signed the direct debit request.

Your financial institution is the financial institution where you hold the account that you have authorized us to arrange to debit.

1. Debiting your account

1.1. By signing a direct debit request or by providing us with relevant instructions, you have authorised us to arrange for account funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.

1.2. We will only arrange for funds to be debited from your account as authorised in the direct debit request.

1.3. If the debit day falls

on a day that is not a business day, we may direct your financial institution to debit your account on the next business day. If you are unsure about which day your account has or will be debited, you should ask your financial institution.

2. Changes by us

2.1. We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

3. Changes by you

3.1. Subject to 3.2 and 3.3, you may change the arrangement under a direct debit request by contacting us on 9522 8253

3.2. If you wish to stop or defer a debit payment, you must notify us in writing at least fourteen (14) days before the next debit day. This notice should be given to us in the first instance.

3.3. You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days notice in writing before the next debit day. This notice should be given to us in the first instance. The outstanding balance must be paid.

4. Your obligations

4.1. It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2. If there are insufficient clear funds in your account to meet a debit payment:

- a. you may be charged a fee and/or interest by your financial institution;
b. you may also incur fees or charges imposed or incurred by us; and

c. you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.3. You should check your account statement to verify that the amounts debited from your account are correct.

5. Dispute

5.1. If you believe there has been an error in debiting your account, you should notify us directly on 9522 8253 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2. If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account

(including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3. If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

6. Accounts - you should check:

- a. with your financial institution whether direct debiting is available for your account as direct debiting is not available on all accounts offered by financial institutions.
b. with your financial institution if additional fees and charges may be incurred by you as a result of this direct debit agreement;
c. your account details which you have

provided to us are correct by checking them against recent account statements. Your account number may be confirmed by including a copy of a cheque or personalised deposit slip;

d. with your financial institution before completing the direct debit request if you have any queries about how to complete the request.

7. Confidentiality

7.1. We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2. We will only disclose information that we have about you:

- a. to the extent specifically required by law; or
b. for the purpose of this agreement (including disclosing information in connection with any query or claim).

8. Notice

8.1. If you wish to notify us in writing about anything relating to this agreement, you should write to Yeshivah Beth-Rivkah Colleges, 88 Hotham Street, St Kilda East 3183 marked: "Attention: Fees Office" 8.2. We will notify you by sending a notice in the ordinary post to the address that you have given us. 8.3. Any notice will be deemed to have been received on the third business day after it is posted.

APPENDIX 4 - USE OF THE GUREWICZ EARLY LEARNING CENTRE AND YESHIVAH PRIMARY DRIVEWAYS

We offer parents of the Gurewicz Early Learning Centre assistance at drop off and pick up times to help alleviate parking and traffic issues.

Kinder 1 - 8 & Kinder 11: driveway along Balaclava Rd and *Kinder 9 - Kinder 10:* driveway at Yeshivah Primary, Hotham Street.

This service can only work with everyone's cooperation.

Please note that if you want to walk your child in or collect them yourself, or need to speak with a teacher, you will need to use street parking. If you plan to use the driveway, kindly note the following important points:

1. K1-K8 & 11 A staff member will collect kinder children from your car in the morning (if not accompanied by a sibling) and escort them to their kinder room
2. K9-K10 kindergarten children will wait in the foyer of Yeshivah primary until a staff member collects the kinder children and escorts them to their kinder room.
3. In the afternoon staff will bring your child out to your car. Please note that if you are also picking up a primary school child you **cannot** do driveway pickup.
4. Parents will **not** be permitted to leave their car when using the driveway.
5. Move on as quickly as it is safe to do so and as advised by the traffic staff.
6. Drive slowly and give way to pedestrians at all times.
7. Park within the lines of one of the marked spaces as soon as it is available.
8. Children should only exit the vehicle on the footpath side.
9. Move up as soon as the space in front of you is free and if it is safe to do so.
10. No right turn is permitted out of the drive way.
11. When a parent arrives in the driveway in the afternoon, please show the coloured card (to be given out first week at kinder) with your child's name and kinder number to our driveway staff, who will be in contact with the kindergarten staff to ensure that your child is escorted out to your car.
12. Staff will **ONLY** hand over a child to an 'authorized' person that you have nominated on the Personal Record Form.
13. **Council Restrictions** - Please be aware of the parking restrictions on Balaclava Rd and surrounding streets and the No Right Hand turn as

you enter/exit the driveway.

There is a no parking area from 3:30pm – 4:30pm (Monday to Thursday) and 2:30pm – 3:30pm (Fridays) from just outside the Gurewicz Early Learning Centre driveway till Hotham Street. Please **DO NOT** park there as not only can it incur a fine but it also impinges on the flow of traffic into the Gurewicz Early Learning Centre driveway.

Hours of operation for Balaclava Road Driveway- Driveway gates open

Morning 8:15am - 8:45am

Afternoon M-Th: 3:30pm - 4:15pm.

Fridays:

Term 1, 3 (from 23rd Aug incl) and 4: 2:30-3:15pm

Term 2 and 3 (till 16th Aug incl): 2:00-2:45pm

Hours of operation for Hotham Street, Yeshivah Primary Driveway - Driveway gates open

Morning 8:15 am – 9:00 am

Afternoon M-Th: 3:30pm – 3:45pm.

No entry for kinder pick up after 3:45pm

Fridays:

Term 1, 3 (from 23rd Aug incl) and 4: 2:30 - 3:00pm

Term 2 and 3 (till 16th Aug incl): 2:00-2:30 pm

Many parents arrive just before closing time and are still waiting in a queue to enter. Please note that you will need to come earlier as we will not keep the gates open beyond these times.

The safety of our children is of paramount importance so please be aware of children's movements and drivers must be vigilant of this at all times. Your cooperation in this vital safety initiative is essential.

A permission form will be sent to you at the beginning of the year asking for written permission for your children/children to use these driveways.

We are always looking at improving the system of smooth pick up and drop off and we are open to any suggestions that you may have.

Thank you for your cooperation,

Barbara Belfer

Head of Yeshivah Beth Rivkah Pre-schools

