



LEIBLER
YAVNEH
COLLEGE

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Crèche Parent Handbook



Abba's Liberman Early Learning Centre
The Gillian & Colin Mandel Family Yavneh Crèche
בית הספר הדתי העיוני "ליבליר יבנה"



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Welcome

The best start for your child

Our team welcomes you to the Gillian and Colin Mandel Family – Yavneh Crèche at the Abeles Liberman Early Learning Centre (ELC) at Leibler Yavneh College.

Under the auspices of the Mizrahi Organisation, our College is proud to offer a practising Modern Orthodox, Zionist educational environment. We know the value of true care and support during this early stage of your child's life. In our ELC, your child will experience a welcoming and safe environment and be encouraged and educated in their love of Yiddishkeit and familiarity with Hebrew. We provide individual and group program planning, allowing each child to be nurtured in all areas of development: educational, spiritual, social, cultural, and emotional.

With three crèche rooms plus a dedicated Kinder transition room, we cater to four age groups and welcome children from 12 months of age. Our crèche offers a warm, welcoming, safe, and secure environment that fosters the holistic development of all children. We encourage a sense of belonging among our children within their rooms and the wider Jewish community.

Our Rooms

1. Garinim (approx. 12-14 months at start of year)
2. Shorashim (approx. 15-20 months)
3. Nitzanim (approx 21-28 months at start of year)
4. Pri Gan Room/Kinder Transition Room (approx. 29-33 months at start of year)

'Pri Gan, which translates as "fruits of our Kinder," has been designed to prepare children for kindergarten and includes a wonderful readiness program as well as 'Taam Shel Yavneh' open days and experiences.



Our team

The right support is crucial at this precious stage of your child's life. For this reason, we employ only the best educators to care for your little one in our crèche.

The College's day-to-day operations are managed by a Senior Leadership Team led by the Principal. Charlene Orwin leads our outstanding ELC teaching team and manages all aspects of the Early Learning Centre. Charlene has over 20 years of experience in education and believes that children learn best when placed in an environment of trust, love and respect. The Centre has a dedicated Administrative Officer, Shelly Spilkin, who can assist with administrative matters. Enrolments and questions about starting your child at the ELC are handled by the College Enrolments Officer, Fiona Goldberg, and Charlene Orwin.



Shula Lazar
Principal, Leibler Yavneh College



Charlene Orwin
Head, The Abeles Liberman Early Learning Centre, incorporating the Gilian and Colin Mandel Family Crèche.



Bronwyn Owen
Centre Manager, Abeles-Liberman Early Learning Centre



Shelly Spilkin
Administrative Officer, The Abeles Liberman Early Learning Centre, incorporating the Gilian and Colin Mandel Family Crèche.



Fiona Goldberg
Enrolments Officer, Leibler Yavneh College

Kind, dedicated educators support your child through Crèche. That is what you can expect at Yavneh ELC. We prioritize a high ratio of teachers to children so that your little one is assured the attention they deserve. Plus, our educators participate in ongoing professional development to ensure we're offering the highest quality learning experience.

Philosophy

We focus on children's holistic development and strive to create a sense of belonging within rooms, to the ELC as a whole, and the larger Yavneh family. Our priority is ensuring your family feels at home at Yavneh so your child benefits from being here from Crèche to Year 12. The benefits of a complete Yavneh education include a strong sense of belonging, a community that feels like family, and access to outstanding Jewish Studies and General Studies learning experiences that yield excellent results.

Our Head of Centre has a genuine open-door policy. She welcomes visits and feedback from parents at any time and encourages families to make an appointment to see her to discuss any aspect of their child's Crèche experience.

The Early Learning Centre uses the 7 National Quality of Standards (NQS) guiding principles to guide our everyday practice. We also embrace the tenets and principles of the National Early Years Learning Framework and promote children's learning, spanning the 5 outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

We believe in each child's rights and in respecting children as individuals. Our ELC, therefore, encourages and supports the inclusion of all children regardless of gender, ability, family structure, or background.

We value the Jewish heritage of all the children within the Early Learning Centre and strive to provide an environment that reflects the customs and traditions of their families. We achieve this reflective environment by strongly promoting a love of Torah and Mitzvot, and Hebrew throughout the Centre. We also acknowledge and pay respect to the traditional owners of the land and the Indigenous Australian culture.

This philosophy is a living document that aspires to represent all our stakeholders, including children, families, educators, management, and the community.

Program

Our Crèche provides children at the Centre with a varied program aimed at further developing their social, emotional, intellectual, and physical growth in an enjoyable and challenging manner. We encourage our crèche children to dress ready for play, with a spare change of clothes packed in case they are needed.

Jewish and Zionist Themes

Our Centre teaches and promotes a love of Judaism, Israel, Torah and Mitzvot, in conjunction with a general curriculum. We teach Yiddishkeit through an integrated program of song, story, art, and drama. Themes focus on the Jewish calendar, Chaggim, Tefillah (prayers), and Brachot (blessings for food), which are recited daily. Children learn the importance of Israel and participate actively in morning davening and the weekly Shabbat Party.

Extra Activities

Children at the Centre also participate in a variety of extra activities each week, including:

- Music
- Movement
- Yoga
- Sports



Family Grouping Times

Family grouping refers to a time frame when children of all ages are together. Our family grouping is held at the beginning of the day between 7:30am and 8:30am and at the end of the day between 4:30pm and 6:00pm.

Family grouping provides opportunities for younger children to learn from older children. It also allows older children to show empathy towards younger children. These sessions will always be run by educators your child knows.

Enrolments & Orientation

Enrolment procedure

Our ELC will only place a child in one of its rooms if an enrolment form is completed in full and returned to the Centre and the offer of a place formally accepted. Please note that submitting an enrolment form does not guarantee a place; it simply triggers the application process, allowing families and the school to get to know each other.

Our enrolment process is entirely online, and parents will be asked to complete a form, supply relevant documents, and attend a pre-enrolment interview. Once the enrolment process is complete, a member of the enrolment team will advise the parents of the outcome. Please note:

- Your child's place is NOT confirmed until the signed letter of offer and acceptance holding deposit has been returned to the College.

Our website provides more information on our enrolment process and waiting-list allocation process.

Orientation

The orientation program we have designed aims to give families confidence that their child will enjoy their time in our crèche and to develop relationships between children and staff ahead of commencement.

As a part of the orientation program, parents and their children attend three 90-minute sessions at the crèche. During these visits, children are encouraged to participate in activities that help them get to know their educators and peers.

These orientation visits are covered under your enrolment acceptance fee; once you have completed the enrolment process and commenced attendance, regular fees will be charged. Our orientation program is compulsory, and parents find it both worthwhile and informative.





Settling In

Arrival

Please follow these steps on arrival at the Centre:

- Bring your child to the classroom
- Make sure staff are aware of your arrival
- Sign your child in via the Xplor App
- Put your child's bags and belongings on their hook or in their locker
- Hand over any medication and discuss with teaching staff as required
- Provide staff with any necessary information that is relevant to the day ahead (for example, if your child didn't sleep well, isn't feeling 100%, or needs to leave early)

Never leave a child alone in an area where staff may not be aware of your child's presence.

Medication

All children's medication, clearly labelled with your child's name and in its original bottle, must be handed to a room educator. Please also complete the appropriate medication instruction form. Medication requiring refrigeration needs to be placed directly into the fridge.

Food

Our crèche is a nut-free and sesame-aware centre. Because some children are highly allergic, we ask parents to refrain from giving their children anything that might contain nuts or sesame. Additionally, no meat products are permitted in the crèche.

Parents are to supply their children with a nutritious packed lunch. The crèche provides healthy morning and afternoon tea and displays a menu in each room. The standard of Kashrut in the crèche is consistent with the guidelines in the Kosher Australia Bulletin. Milk and water will be offered at lunch and snack times, and educators will cut up fruit for morning tea.

What to Bring

- Family Photo: This will be added to our display of family photos in the room. If your child is unsettled, we will use this photo to comfort them. Please bring your family photo on your child's first day.
- Fitted Cot Sheet
- Nappy Rash Cream
- Blanket or Grobag
- 3x full change of labelled season-appropriate clothes, including socks
- Drink bottle with water
- Lunchbox with lunch and snacks
- Sunscreen (if preference is to use your own and not the Centre's sunscreen)

If needed, please also pack

- Bottles with boiled water
- Pre-measured formula in an airtight container
- Comforter (to be kept at crèche)
- Dummy/Pacifier with cover (to be kept at crèche)

All of the above items must be labelled with your child's name. The Centre provides an extensive range of educational toys to the children. We discourage children from bringing toys into the Centre, apart from a comforting toy if needed, which must be labelled with your child's name. If personal toys are brought, the Centre cannot be held responsible if they are lost or damaged.

Collection

Picking Up

When collecting your child, please follow these steps:

- Come to the play area or classroom
- Alert the teacher to your child's departure
- Sign your child out via the Xplor App

When collecting your child, we encourage you to come in and chat with the educators at the end of the day. Children are always eager to show what they have done at crèche. You are also encouraged to check your child's locker regularly for arts and crafts, dirty clothing, and bedding, which must be taken home regularly to wash.

People Other Than Parents Collecting Children

The Centre should always be notified if anyone other than a parent, guardian or regular representative is collecting a child; children will not be released without this authority. If the person collecting your child is not listed on the enrolment form, please call or email the Centre to inform us about this change. The staff at the Centre will ask for ID to be shown in these cases, and parents should note that children cannot be collected by anyone under 18 years of age. Children who are not collected due to a mix-up in a roster or a parent being unavoidably delayed will be cared for by educators. Please note that late collection fees may apply.

Legally, the Centre cannot stop a parent from collecting a child unless there is a restraining order, custody order, or intervention order from the courts restricting or prohibiting them from doing so. Parents should notify the teacher if a court order exists and provide a copy for the Centre's files. If the parents of a child are in the process of separating, the Centre should also be notified.

Policy for Non-Collection of Children

If a parent is late and cannot be contacted, the following procedure will be implemented:

- After 6:05pm, educators will attempt to contact parent/s
- If the parent/s cannot be contacted, educators will attempt to contact one of the emergency contacts nominated by the parents on the enrolment form.
- The person will be asked to collect the child by 6:30pm. Educators will always check identification details, ensuring the person is authorised to collect the child.
- The person collecting the child must sign them out on the Xplor App.

If contact cannot be made with an emergency contact by 6:30pm, educators will reach out to the Head of ELC. The Head of ELC will then implement one of the following:

- Contact a community member who is familiar with the child to collect and take the child home (a note and telephone number will be left on the front gate).

OR

Two educators or the Head of ELC will remain on the premises with the child until 7:00pm, at which point the child will be taken to the nearest police station.

The above procedures are designed with the child's best interests in mind. While we understand that sometimes situations arise that cause parents to be late to child pick-up, we stress to parents that timely collection of their child at the end of each day is essential.

Schedule & Clothing

Rest time

The Centre and our educators respect the sleep routines of the children in our care. Should parents wish for us to adhere to existing sleep routines, we will do so to the best of our ability. Please note, however, that we will not wake a child who has slept less than 30 minutes, and we will not refuse a child's sleep if they are displaying tired signs or falling asleep at a table or on the mat. We will communicate with families regarding their child's sleep and work in partnership to facilitate healthy, developmentally appropriate sleeping habits.

Meals

All children sit together at tables of appropriate height. Highchairs/chairs are used according to the child's stage of development. Educators support the children during meal times to eat healthily, engage in age-related dialogue, and eat.

Play time

Our crèche day is all about learning through play. The Centre features carefully designed and educationally rich indoor and outdoor environments. Children are engaged in the fun or learning through play, with every moment embraced as a teacher-led teaching opportunity. Play through music, books, creative arts, movement, and explicit mat experiences are all part of a day of fun.

Learning Environment

Our environment is a sensory-rich space that naturally encourages our crèche-aged children to learn and play through touch, sight, sound, smell and touch. Our daily incursions support this sensory input.

Clothing

All clothing must be clearly labelled with your child's name. Clothes should be comfortable and weather-appropriate, allowing children to carry out the many activities and routines offered during the day as independently as possible.

Messy activities are part of child development, and the Centre provides smocks. Smocks do not guarantee that children will not get dirty, so parents should dress children accordingly. Footwear should be safe and suitable for indoor and outdoor play (no thongs) and, where possible, easily removable by Educators or children.

The Centre does not take responsibility for lost clothing that has not been named. There is a lost property basket, and any items not claimed within a month will become part of our spare clothes stock or donated to charity.

The Centre keeps a supply of clothing for emergencies. If you use these, please clean and return them as soon as possible.

Behaviour

We aim to help children be happy, reasonable, and cooperative participants in the program through positive and non-threatening behaviour guidance techniques. Educators actively encourage children to have a positive attitude towards one another and empathy for each other's feelings. Educators also encourage children to accept differences and appreciate the capabilities and limitations of others.

The Centre has behaviour guidelines that ensure the strategies are applied consistently by all educators for all children at the Centre. These strategies help build positive self-esteem and encourage children to learn to be responsible for their behaviour. Some examples of guidance strategies for inappropriate behaviour include:

- Redirection and diversion to other activities
- Positive role modelling by educators Encouragement and positive feedback for appropriate behaviour
- Encouraging children to communicate their feelings verbally – for example “I don’t like it when you...” rather than being physical with each other
- Consulting parents to share strategies and to discuss the possibility of additional support through using outside resources

A copy of our Behaviour Policy is available to parents on request.



Operating Hours

Hours and Days of Operation

Our Centre is open weekly at the following times:

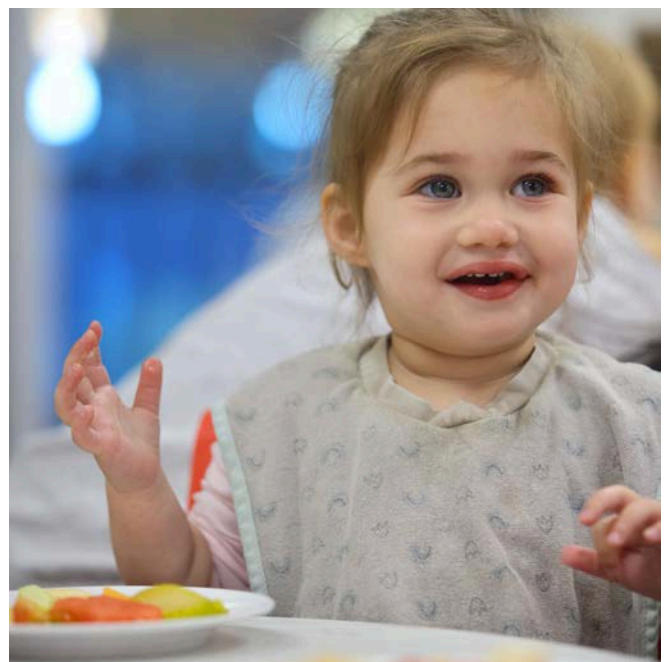
Monday - Thursday	7.30am - 6.00pm
Friday	7.30am - 3.00pm

The Early Learning Centre generally opens in mid-January each year.

Early closures of the Centre apply on Public Holidays and Erev Yom Tov. Parents must also note that the Centre is closed for all Chaggim and Chol Hamoed Pesach. On occasion, early dismissal times apply before Jewish holidays (Erev) and on certain Public Holidays when the ELC is still open. Details of these times are included in Keshet (the weekly newsletter) and the annual Calendar, with reminders also sent via Compass.

Jewish holidays and festivals vary from year to year, and parents will be notified in December of the opening and closing dates of the year ahead via the College Calendar.

The Early Learning Centre continues to operate during school holidays, but the program is more relaxed, and some regular staff may be replaced with casual staff over this time.





Our Community

Visiting our School

As a proudly Modern Orthodox, Zionist Jewish day school, there are certain expectations regarding the dress code for staff, students, and visitors. Men visiting the Centre are expected to wear a kippah. If you do not have a kippah, you may borrow one from our main reception area.

Parent Patrol Roster

Children's safety and wellbeing is of paramount importance to our school. As such, a full-time armed guard is employed at the Mizrahi / Early Learning Centre campus, and we have an internal monitoring system. We also ask that parents volunteer for the parent security group (PSG). If you are available to volunteer, particularly at the start or end of the school day, please get in touch with the central administration office for more information.

Yavneh Parents' Organisation (YPO)

The Yavneh Parents' Organisation (YPO) is invaluable to the fabric of our College. Our YPO is a warm, welcoming community of active, involved parents who are always looking for new members. Crèche is a great time to join the YPO, as membership will help you make new friends, learn about other areas of the school, and be rewarded with opportunities to volunteer.

As a member of our YPO, you will help us:

- Raise funds for specific school projects and new resources
- Organise and promote events to enrich our community
- Hold regular meetings to discuss issues and plan events
- Engage and communicate with parents – through [our Facebook page](#), the College App, and [Keshet](#)
- Coordinate a class rep system

For more information, email yipo@yavneh.vic.edu.au.

Birthdays

Having a birthday is a wonderful experience for children, and celebrating them at the Centre is an opportunity to give individuals enjoyment and boost their self-esteem. Birthday arrangements should be made with educators in your child's room before the day arrives. Family members are welcome to attend. Cake is supplied for a fee of \$12.00, to be paid in cash before the party.

Yavneh is known for being a small school with a big heart. One aspect of our school that demonstrates this is the generosity of our families, who usually invite the whole class to parties and Bar and Bat Mitzvahs. Unless the entire class or year level, as appropriate, is included, out of sensitivity to students' feelings, parents are requested to distribute party invitations privately, by phone, or by mail. If inviting more than a few students, parents are asked to include and invite all the boys/girls in the class or year level, as appropriate.

We promote and recommend inclusion rather than exclusion.

Please adhere to our College's religious ethos when planning a Simcha, birthday, or celebration. In doing so, every child in attendance will feel comfortable at your event. This includes the function being 100% kosher and that it does not occur on Shabbat, Chagim, or during times of the year when celebrations are restricted.

App Communications

Xplor Education

Our ELC uses the Xplor Education app to facilitate timely, two-way communication with parents. Parents must download the app onto their phones before starting at the Yavneh ELC.

On arrival and departure at the Centre, parents must sign their child in or out via the Xplor app. The app is the primary source of information about who is and who is not onsite in the event of an emergency (such as a fire).

Xplor is also the easiest way to keep track of your child's day at our ELC, from their learning journey to attendance to health and wellbeing to finance and childcare subsidies. All this essential information for parents is in the app. Xplor Home is the parent portal and includes many different features, such as:

Attendance

Parents can quickly and easily sign their children in and out of the Centre and access digital attendance records. The app lets parents notify the Centre of future absences or holidays.

Daily Updates

Each room at our ELC provides daily updates (including photos and videos) via the app, giving parents a snapshot of their child's day.

Health Tracking

Room leaders track and note daily events such as sleep, medication, nutrition and toileting, making it easy for parents to stay informed.

Finances

The app allows parents to view their childcare subsidy and payment dates and approve their Government CWA Agreement.

Compass

Yavneh uses Compass for full-school communications. Parents will receive notifications via Compass for global reminders, calendar updates, critical incidents or evacuations, and announcements that affect the whole community.

Parents must download the Compass app before commencing at the ELC.

Fees, Absences & Extra Days

Child absences

Please keep children with colds and coughs at home and notify the crèche via phone, email, or the Xplor app by 9:00am of their absence. The crèche must also be notified if a child has an infectious disease (e.g., chicken pox or measles). Notification of your child's absence will be communicated to the relevant educator. If your child has not been at the Centre for three or more of their usual attendance days, and we have not received an absentee notification, you will receive a call to verify that your child is at home and safe.

Full fees are payable when children are absent from the Centre due to holidays, sickness or a general day off from crèche. Unfortunately, we cannot offer 'make-up' days or swap days once your enrolment schedule has been confirmed. Parents must provide advanced notice if children will be absent due to holidays.

Should you require extra care due to exceptional circumstances, please get in touch with our Head of ELC, and we will do our best to accommodate your child.

Swapple.me and Extra Days

Swapple is an online childcare booking and swapping system designed to increase affordability, flexibility and accessibility for parents. Swapple allows you to:

- Book/swap spots at our Centre, as long as a place is available on that day.
- Anonymously register absences to our Centre so they know a place is available on that day should they need to swap days / add a day.
- Take a newly created vacancy for your child as needed.

If another parent takes your spot via the app, you will receive a \$20 Coles Voucher. Extra days can ONLY be picked up via Swapple and will not be accepted via phone or email. Please note that you will still be charged for your day if your child is absent.

Fees

The Yavneh crèche enrolment policy is that children are allocated full days only. If your child stays the whole day or part of the day, the rate remains the same. In line with standard practice, fees are payable for holiday periods when the Centre is closed.

Fees are paid fortnightly via credit card (all major credit cards are accepted, excluding Diners Club) or direct bank transfer. Please note that we do not accept cash payment for fees. Parents should provide credit card details at the start of the year if they wish to establish a direct payment option.

Late collection of children may result in a late fine being issued at \$1.00 per minute. Exceptional circumstances will be considered.

Terminating your Place

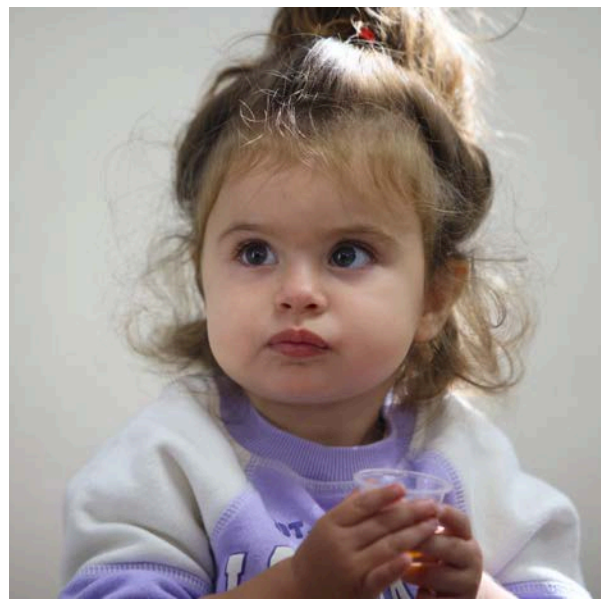
When you terminate your child's place in our crèche, or decrease the required days, you must give one month's notice in writing. Full fees must be paid up until the last day at crèche. When terminating at the end of a school year, full fees are payable until the end of the year unless the child has left the Centre before November 1.

Child Safety

The College is proactive and vigilant in ensuring that our Child Protection Policies are of the highest standard. In partnership with Child Wise at the Elsternwick Campus and the Early Childhood Association of Australia at the Balaclava Road Campus, we have a comprehensive process involving all our staff, students, and parents.

Our physical buildings have been renovated to ensure exemplary child-centred practice with visibility to all rooms possible at all times. Our Early Learning Centre staff participate in extensive professional development throughout the year. Child safety and protection are core elements at each staff meeting, and staff are briefed on their roles and responsibilities in ensuring children are cared for in a safe and welcoming environment. Parent and staff sessions are scheduled regularly and seek to sensitise key stakeholders to our child-safe policies, structures, and protocols.

Parents are asked to refer to our relevant Early Learning Centre 'Child Protection Policy' and 'Child Safe Environment Policy' and our Elsternwick College Child Protection Policies, available on the College website. Staff and parents should be assured that all employees and volunteers at the College must have either a current Working with Children Check, Police Check, or VIT registration. Additionally, all staff complete the prescribed yearly Mandatory Reporting and Child Protection online training. Thorough questionnaires and screening occur for all new staff, and a comprehensive child-safe recruitment process occurs for all employees. Parents, staff, and students are reminded that this is a continuous journey and that partnership with child-safe organisations is ongoing.



Child Care

What Is The Child Care Subsidy?

The Government provides several subsidies and programs to help with the cost of child care, with the Child Care Subsidy being the main type of assistance that most families will use.

Under the Family Assistance Law, childcare providers must be granted CCS approval to receive CCS on behalf of families. Yavneh ELC has CCS approval.

Family Eligibility and Entitlement

Families must meet specific requirements to get CCS.

Parents Must:

- care for their child at least two nights per fortnight
- have a 14% share of care, or receive Family Tax Benefit for their child and make a co-contribution to their child care fees at an approved child care service
- meet residency requirements

Their child must:

- meet immunisation requirements
- not be attending secondary school (unless an exemption applies)
- be 13 or under (except in certain circumstances)

Three factors determine how much CCS a family receives:

1. combined family income
2. activity level
3. type of childcare used

Through the Additional Child Care Subsidy, extra help is available for vulnerable and disadvantaged families. Families can also get an estimate of what they may be entitled to at Services Australia Payment and Service Finder.

How Will The Child Care Subsidy Be Paid?

The Child Care Subsidy will be paid directly to child care providers, allowing them to charge eligible families a reduced fee. Families will pay their provider the difference between their subsidy and fees.

There are essential rules for providers to follow surrounding the fees they can charge families as a result of CCS. These rules include:

- Families cannot elect to receive their subsidy as a lump sum at the end of the financial year.
- Families must make a claim for the Child Care Subsidy when (or before) each child starts attending care.
- Any Child Care Subsidy owed to families following the end-of-year reconciliation process will be paid directly to them as a lump sum after each financial year to ensure they are paid the right amount.
- If a family has been overpaid Child Care Subsidy during the year, the family may have to repay some of the Child Care Subsidy (a debt).

Subsidy (CCS)

The Child Care Subsidy and Your Yavneh ELC Enrolment

As part of your enrolment at our crèche, we require you to confirm acceptance of the following items in order to be eligible to receive Government funding. Acceptance of these terms, as well as other information collected in our Enrolment Form can be used as a Complying Written Arrangement (CWA), which is a requirement of the CCS. You will be asked to confirm the following:

- All details in the Enrolment form and details of the child enrolling are correct
- Days and hours of care with our crèche are correct and agreed
- Care may be provided on a casual/flexible basis where available
- Fees associated with the care of your child, which vary from time, are available on request
- You take responsibility to notify the Centre within 7 days if your arrangements change
- You are registered with Centrelink (needed to claim the CCS).

Where Can I Get Further Information On The Child Care Subsidy Package?

Visit the Department of Human Services Child Care Subsidy website:
humanservices.gov.au/childcaresubsidy



Policies

Immunisation

All children enrolled at the Centre should be immunised according to the State of Victoria Immunisation Schedule. According to the 'No jab, no play' policy, a child cannot attend the ELC without an up-to-date Centrelink Immunisation history form, which must be submitted when enrolling. A photocopy of your child's immunisation book is not acceptable.

Children with Disabilities

If educators feel your child is not coping in certain areas and showing signs of needing early intervention, we will always consult with parents. In the event an external professional advises that extra assistance is required, Yavneh Crèche will assist families in applying for Government Funding. The family would be asked to provide Yavneh Crèche with the difference if there is a shortfall between the Government funding and the necessary funding required to support the child reach their potential.

Care In The Sun

The Centre provides a supply of 30+ sunscreen for children, which is applied 20 minutes before going outdoors. If your child is allergic to our sunscreen, please supply their own labelled bottle and complete a Sunscreen Form. We reduce the amount of time spent outdoors in extremely hot weather to times when the ultra-violet rays are less potent. Extra liquids are also encouraged in hot weather. Please note that a Sun Smart Policy for the Centre is available on request.

Toilet Independence

Toilet Independence is not an expectation or a requirement of the children at crèche. Our educators will support each child on their toilet training journey.

Image Permission

School and Centre staff will take photos of your child during the day and share them with you via the Explor app. We also take photos for use in our publications (such as Keshet) and on our social media accounts. Parents will be asked to sign an image permission form at the start of the year to indicate the level of permissions granted regarding the publication of their child's image.

Mandatory Reporting / Child Abuse

It is our legal responsibility to report indications of child abuse if we have a reasonable suspicion. Any reporting is discussed with the College Principal and the Head of the ELC and followed up with the appropriate authorities. For a copy of our full Mandatory Reporting Policy, please refer to the website.

Evacuations

Emergency evacuation plans and procedures are located in the office and in each child's room. The plans indicate evacuation routes, assembly areas, exit locations and firefighting equipment. An evacuation drill is conducted quarterly. Copies of our emergency evacuation policies are available on request.

Medical Information

Medication Form

If your child requires medication, please advise a teacher on arrival and complete the details outlined on the Medication Form. The details requested include the name of the medication, dosage, time, circumstances when it is to be administered, and your signature authorising us to give it to your child.

Staff at the Early Learning Centre are only authorised to administer medication, including Panadol, with parent approval, except in an emergency.

Illness and Infectious and Communicable Diseases

The wellbeing of children and educators is our utmost priority. Although we understand that an ill child may present difficulties for working parents, we ask that you consider the health of your child and others at the Centre. Please refrain from sending your child if they are ill. It is wise for parents to consider what alternative arrangements can be made if children become ill and have a plan in place at the commencement of placement at the Early Learning Centre.

Children should remain at home if any of the following symptoms occur in the previous 24-hour period, and parents are advised to seek medical advice before children return to care:

- A fever or temperature of 37.5°C or above
- Diarrhoea
- Severe or constant coughing
- Infected discharge from the eyes, nose or ears
- Open or weeping sores
- Spots or rashes
- Breathing difficulties
- Vomiting
- Frequent scratching of the scalp/lice
- Complaint of pain, lethargy, distress or unexplained behaviour

We ask parents to notify the Centre if children are not attending any day because of illness. If a child becomes unwell while at the Centre, they will be separated from the group, and parents will be phoned to come and collect their child (or the person nominated as an emergency contact on your behalf if parents cannot be contacted). The staff will keep your child as comfortable as possible until you arrive.

We also ask parents to notify the Centre immediately if a doctor confirms an infectious or communicable disease. The Centre will provide information sheets to parents and post a notice on the door of children's rooms if a child attending the Centre has contracted an infectious disease.



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We trust you and your child will have a memorable and exciting Crèche experience at Leibler Yavneh College. We look forward to sharing many happy school years together.