

# Crèche Parent Handbook





Welcome to The Gillian and Colin Mandel Family - Yavneh Crèche. We hope this handbook will be an informative guide in understanding our philosophy and policies and the special care we will provide for your children.

Yavneh Crèche is part of Leibler Yavneh College and the Abeles Liberman Early Learning Centre. These both operate under the auspices of the Mizrahi Organisation embracing the philosophy of Modern Orthodox Judaism. Yavneh Crèche is situated at 81 Balaclava Road, Caulfield North.

We cater for three age groups: 12-18 months approx. (Discoverer's Room); 18-24 months approx. (Adventurer's Room); and 24-36 months approx. (Pri Gan Room). Each of these age groups have their own room.

We look forward to you and your family joining the Yavneh Family and watching your child's learning and development journey unfold together.

#### **MANAGEMENT STRUCTURE**

The College is operated under the legal structure of Yavneh Nominees Pty Ltd. The College is managed by the College Leadership Team, comprising of the College Principal and Head of the various areas within the College. The College Executive oversees the operations of the College and is comprised of lay leaders elected from within the Community.

Our Staffing policies strictly adhere to the Childcare regulations. All educators have current Working with Children Checks (WWCC) and are suitably and appropriately qualified,

## **Contact**

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# Philosophy

Leibler Yavneh College – including the Abeles Liberman Early Learning Centre and the Gillian and Colin Mandel family creche - embraces the College philosophy of Modern Orthodoxy, Zionism and a commitment to excellence in both General and Jewish Studies. Our program and our interactions reflect the core Mizrahi values of Torah, Avodah and Gemilut Hasadim (behaving in a moral and ethical manner) taking into account the developmental stages of the children.

The Early Learning Centre offers a warm, welcoming, safe and secure environment that fosters the holistic development of all of its children and strives to instil them with a sense of belonging within their individual rooms and to the wider community.

The Early Learning Centre embodies the tenets and principles of the National Early Years Learning Framework and promotes children's learning spanning the 5 outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We embrace the seven guiding principles of the National Quality of Standards (NQS) to guide our everyday practices in the running of our centre.

We believe in the rights of each child and in respecting children as individuals. We therefore encourage and support the inclusion of all children regardless of gender, ability, family structure or cultural background within our centre. We also believe in having high expectations of children and in providing them with opportunities for risk taking and supporting the development of their independence and self-help skills.

Concurrently we believe in children's rights to be children and in the value of play as the basis for learning and development. We therefore adopt a child centred play based program that is based on observations of the children's individual strengths, skills and interests and provides them with space, opportunity and time to explore, investigate and create meeting the needs of the children and families we serve.

Within this program we also promote a love and respect for the natural environment and embed the principles of sustainability in our daily practice. This is further strengthened by the Jewish value of Tikkun Olam (respecting and repairing our world) which is instilled in the children and reflected in our curriculum.





We value the heritage of all of the children within the Early Learning Centre and strive to provide an environment that reflects the customs and traditions of its families. This is achieved by strongly promoting a love of Jewish culture and Hebrew language throughout the centre. We also acknowledge and pay respect to the traditional owners of the land and the Indigenous Australian culture. We celebrate and show respect to all cultures and embrace diversity.

We believe that parents are the child's first and most important teachers. We therefore consider partnerships with families integral to our practice and encourage input and participation from families in every aspect of our program.

We believe in the wellbeing of our educators and in their ongoing development as professionals. We require that they critically reflect on their own pedagogy to ensure that they continue to operate at a high level and are up to date with current practices. We support and encourage staff to bring their own strengths and interests into the curriculum to create an environment in which they feel valued and included. This is evident in our specialist program where educators take responsibility for certain aspects of planning including literacy experiences, cooking experiences, PMP, art experiences and Jewish studies.

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







# Goals

## **Children**

- There is a need to provide children with up to date practices and pedagogy based on evidence- based research
- It is important to develop a sense of pride in being Jewish and an awareness of Israel
- Children are encouraged to express their feelings to others and feel safe to do so
- It is important that children develop a genuine love of learning and enquiry
- Children need to learn to form trusting relationships with Educators and peers, and develop resilience skills and an ability to cope and manage
- their emotions
- They are encouraged to make choices within the program and contribute to it, and are involved in daily routines, such as packing away, setting tables and cleaning up
- Have their behaviour positively guided by Educators with consistent limits and boundaries put in place to ensure they learn appropriate behaviours rather than be punished for wrong behaviours

## **Parents**

- Are to be provided with opportunities and encouraged to become involved in the Centre, for example through social functions, information nights, participation and involvement in evaluation
- Are provided with the care and support services required in order to raise children in a contemporary society and in the context of Modern Orthodox Jewish values
- Work in partnership with management and Educators to ensure their children's best interests are met

## **Educators**

- Are committed to provide a Jewish Education program and curriculum that encourages acquisition of skills, scaffolds children's learning and uses their interests as a springboard
- Provide input into planning, implementation and evaluation of these programs
- Respect children as individuals and members of a group and assist them to learn and develop
- Respect all families and value their input
- Effectively communicate with families
- Accept all families as having unique experiences and practices
- Are caring, genuine and supportive role models to the children
- Support each other in all their duties and respect each other's ideas and contribution

## **Role of Management**

- The management's role is to be responsible for the running of the Centre. It is also to support the
- Coordinator, the Educators who are employed and the families who use the Centre
- Provide a safe, non-threatening, happy environment for all those who use the centre
- Ensure that all Child Care regulations are followed
- Ensure that all policies are followed and maintained
- Assist in the planning and organisation of special activities for children and families who use the Centre
- Ensure the children's programs are developed in accordance with the Jewish calendar and are stimulating and challenging for all age groups, with special attention given to each individual child as well as the group's needs

# Attendance

## **Xplor Education**

On arrival & departure at the centre, parents must sign their child in/out via the Xplor app. It is essential that children are signed in and out each day, as in the event of emergency (such as a fire) this app is the primary source of knowing who is and who is not onsite at the centre.

Xplor is 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 subsidy. All of this in one app!

Xplor Home for parents includes many different features, including the following:

**Attendance:** Xplor Home, allows parents to quickly and easily sign their children in and out of the centre, as well as access digital attendance records. Parents are also able to notify the centre of any absences or upcoming holidays via the app

**Daily Updates:** Each room at our ELC provide daily updates (including photos and videos) to provide parents with a snapshot of their child's interest and learning journey throughout the day as it unfolds.

**Health Tracking:** Sleep, medication, nutrition, toileting and more are tracked and noted digitally by room leaders, making it easily for parents to browse and discover events that took place, providing a detailed view of their child's day.

**Finances:** View your child care subsidy at a glance and be aware of when payments are due, as well as approve your Government CWA Agreement via the app.

With Xplor, the Yavneh Early Learning Centre continues to build better communication and partnerships, whilst parents are on the go. At our centre, the Xplor Hub is located at the entrance of the centre. Parents also need to download the app onto their phones prior to starting at the Yavneh ELC.





### ***Policy for Non-Collection of Children***

In the event that a parent is late and cannot be contacted, the following procedure will be implemented:

- After 6:05pm, Educators will attempt to contact parents,
- If parents 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 that the person is authorised to collect the child and the must sign the child out on the Xplor Hub.



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

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

OR

- Two Educators/Head of ELC will remain on the premises with the child until 8:00pm and then the department of health and family services will be notified.

The above procedures are designed with the best interest of the child in mind. It is frightening for children & Educators to remain on the premises for an indeterminate time until someone arrives to collect the child.

## **Talking With Your Child About Their Day**

Children find it difficult to respond to parents when they ask "How was your day?" or "What did you do today?". These questions are too broad for children to answer properly.

Try specific questions like "Who did you play with today?" or "Did you sing any songs today?". This will start the ball rolling and help your child tell you about their day. Please refer to the Daily Diary for more prompts.

# Hours of Operation

## **Hours & Days of Operation**

Monday - Thursday  
Friday

7:30am - 6:00pm  
7:30am - 3:00pm in Winter / 3:30pm in Summer

Early closures of the Centre apply on Public Holidays and Erev Yom Tov.

The Yavneh Early Learning Centre is closed for all Jewish Holydays and on occasion, early dismissal times apply prior to Jewish Holydays (Erev) and on certain Public Holidays when the ELC is still open. Details of these times are included in Keshet (the weekly newsletter) and in the Calendar.

Jewish Holydays 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 holiday periods, but the program is more relaxed, and some regular staff may be replaced with casual staff over this time.

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







# Enrolment & Orientation

The Centre can only place a child in one of its rooms, if an the enrolment process is followed and a form is completed & submitted to the [Enrolment Office](#) This form must be completed with all details. **Places are not guaranteed** and spots are only secured once a signed acceptance of offer has been returned to our Enrolments Office with holding deposit details.

Children are placed at the centre in the following way:

1. Existing children wanting to continue onto the next year at the Yavneh Crèche/ Kinder and into the Yavneh Prep;
2. Have siblings already attending the College and Centre
3. Subscribe to the mission and ethos of the College & Centre
4. Are siblings of enrolling students when there are multiple enrolments (within a family) occurring
5. Have the ability to pay full fees
6. Are children of members of the Mizrahi Organisation
7. Are children of past students
8. According to the dates of enrolment form being received

Additional guidelines apply to our priority waiting lists. Please refer to our waiting-list policy.

## Orientation

Orientation visits are opportunities for families to spend a short period of time at the Centre to help parents and children become familiar with the environment and Educators before day care begins. Parents are required to remain in the building for the three visits which the Coordinator will organise for you.

Part of your enrolment acceptance fee covers administration costs as well as these visits. Regular fees will then be charged according to your child's days.

Children will have the opportunity to participate in activities and get to know the Educators, other children and families and become acquainted with their environment.



# Program

Children at the Centre are provided with a varied and stimulating planned activity program, aimed at further developing their social, emotional, intellectual and physical growth in an enjoyable and challenging manner.

## ***Jewish & Zionist Themes***

Our Centre teaches and promotes a love of Judaism, Jewish values and Israel in conjunction with a general curriculum. The culture, laws and customs are taught through song, story, art and drama. We present an integrated program. Themes focus around the Jewish calendar, Tefillah (prayers) and Brachot (blessings for food) which are recited daily.

Children participate actively in morning prayers and in the weekly Shabbat Party. Children learn the awareness and importance of Israel.

## ***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 means a time frame when all children from all ages are together.

At Yavneh Crèche 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. There will always be Educators with whom your children are familiar.

Family grouping provides opportunities for younger children to learn from older children. It also allows older children to show empathy towards younger children.

# Guidelines

We aim to help children be happy, reasonable, co-operative 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 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 own 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



*Please note our behaviour policy is available to parents on request*











# Settling In

## **Arrival**

When you bring your child to the Centre, please go into the play area and make sure an Educator is aware of your child's arrival. Never leave a child alone in an area where Educators are not aware of your child's presence.

Children's cubbies are located inside each room where bags should be put away.

Please label all drink bottles, dummies (pacifiers) and bottles with your child's name.

All children's medication, clearly labelled with your child's name and in its original bottle must be placed in the medical cupboard in the Coordinator's office.

Medication requiring refrigeration is to be placed in the fridge in the kitchen.

Please complete the appropriate medication instruction form located by the sign-in book.

Yavneh Crèche is a nut and sesame aware centre. Due to some children being highly allergic to we ask parents to please refrain from giving their children anything that might contain nuts.

We encourage healthy eating at Crèche. Please pack a variety of healthy foods in your child's lunch. If you are unsure of what to pack please speak to Educators or the ELC Office Manager.

Educators are always available for you to pass on information about your child's requirements for the day. This information can either be communicated verbally or you can record this information in the communication book.

If you are concerned about how your child has settled in on a particular day, please feel free to phone the Coordinator or Educators.

## **Departure**

When collecting your child, please come into the room's play area and make sure Educators are aware of your child's departure and sign your child out of the appropriate room. A child will not be released to anyone who does not have prior authority from the parent to collect the child. The person must be listed on the enrolment form or the parent must phone and inform the centre of who will be collecting your child.

Personal identification may need to be provided if Educators or the children are unfamiliar with the person. (By law, siblings under the age of 18 are not allowed to collect the children).

We encourage you to come in and chat to the Educators at the end of the day as children are always eager to show what they have done during the day.

You will also need to check your child's locker regularly for arts and crafts, dirty clothing and bedding which we require you take home to wash weekly.

### ***What You Need to Bring***

- **Family Photo:** This will be used as a display in the room. At times, if your child is unsettled this will be used to comfort them. Please bring this on your child's first day.
- **Fitted Cot Sheet** (labelled)
- **Nappy Rash Cream** (labelled)
- **Blanket or Grobag** (labelled)
- 3x full **change of clothes**, including socks (according to season)
- **Drink bottle** with water (labelled)
- **Bottles** with boiled water - for formula if needed (labelled)
- **Formula** in container, with already measured with powder - if needed (labelled)
- **Comforter** (labelled) to be kept at Crèche - if needed
- **Dummy/Pacifier** with cover (labelled) to be kept at Crèche - if needed
- **Lunchbox** with lunch & snacks (labelled)

The Centre provides a large range of educational toys to the children. We discourage children bringing their own toys to the Centre apart from a comforting toy. War toys and superhero toys are discouraged at all times. Toys and clothes promoting war and violence are believed to promote negative behaviour. If personal toys are brought, the Centre cannot be held responsible if they are lost or damaged. Please label all toys.

## **Rest Time**

Children's sleep routines are respected by the Centre and Educators. We will adhere, at parents request, regarding sleep to the best of our ability if requests are developmentally appropriate.

We will not wake a child who has slept for less than 45 minutes. We will not refuse child 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 sleeping habits.





# Food Policy

Parents are to please supply their children with a healthy packed lunch. Yavneh Crèche provides healthy afternoon tea. A menu is displayed 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 & Educators will cut up fruit for morning tea.

- No meat products are to be brought into the Crèche
- No products containing NUTS or Sesame are to be brought into the Crèche - we are a NUT FREE centre



## Birthdays

Having a birthday is a wonderful experience for children and celebrating them at the Centre is an opportunity to give individual enjoyment and boost their self-esteem. Birthday arrangements should be made with Educators in your child's own room, well before the day arrives.

Family members are welcome to attend. Cake is supplied for a fee of \$12.00, to be paid in cash prior to the party. If you are hosting a private birthday party at home, but not all children in the room are invited, please do not hand out invitations at the Crèche in order not to offend those who are not invited.



# Child Safety

The College is both 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 have participated in extensive professional development throughout the year. Child safety and protection is a core element 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 our 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' as well as our Elsternwick College Child Protection Policies which are 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. A College register is maintained, recording all current WWCC, Police Checks and VIT documentation.

Thorough questionnaires and screening occur for all new staff. A comprehensive child safe recruitment process occurs for all employees.

Parents, staff and students are reminded that this is a continuous journey and partnership with child safe organisations is ongoing.



# Child Care Subsidy

## **What Is The Child Care Subsidy?**

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care. The Government provides a number of 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. Child care providers must be granted CCS approval under the Family Assistance Law to receive CCS on behalf of families. Families can get CCS when their child is unable to attend child care up to 42 days a year & can get extra absence days in certain circumstances.

## **Family Eligibility & Entitlement**

Families must meet certain requirements to get CCS.

Parents Must:

- care for their child at least two nights per fortnight, have 14% share of care, or receive Family Tax Benefit for their child
- 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 child care used

Extra help is available for vulnerable and disadvantaged families through the [Additional Child Care Subsidy](#). Families can also get an estimate of what they may be entitled to at [Services Australia Payment & Service Finder](#).

## **How Will The Child Care Subsidy Be Paid?**

Child Care Subsidy will be paid directly to child care providers to pass on to families as a fee reduction so that their fees are reduced at the time they use child care. Families will pay their provider the difference between their subsidy and the fees charged. There are important rules for providers to follow surrounding the fees they can charge families as a result of CCS. Families will not be able to elect to receive their subsidy as a lump sum at the end of the financial year. Families will need to make a claim for 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 families as a lump sum after each financial year to ensure families are paid the right amount. If a family has been overpaid Child Care Subsidy during the year the family may have to repay some Child Care Subsidy (a debt).



### ***CCS & Enrolment at Yavneh ELC***

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 if available. Acceptance of these terms, as well as other information collected in our Enrolment Form can be used as a Complying Written Arrangement. You will be asked to confirm the following;

- All details in the Enrolment form & details of the child enrolling are correct
- Days & hours of care with our Crèche are agreed to
- Care may be provided on a casual/flexible basis where available
- Fees associated with the care of my child, which vary from time, are available to me on request
- It is my responsibility to notify the service within 7 days if my arrangements change
- I need to be registered with Centrelink in order 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](http://humanservices.gov.au/childcaresubsidy)



# Fees & Payment

Our daily rate includes nappies and sunscreen. Please note: Yavneh Crèche policy is full days only. If your child stays the whole day or part of the day the rate remains the same.

In line with common practice, fees are payable for the Pesach (closed) Holiday period. Payment of fees is required on a fortnightly basis.

We do not accept cash payments as we do not have the facilities to keep cash on the premises. Payment of Crèche fees can be made by credit card (all major credit cards are accepted excluding Diners Club). You must advise us with your credit card details so we can deduct payments every fortnight. Please advise us of your credit card details at the back of the enrolment form and sign a form available at reception for this option.

## **Late Fees**

Parents are required to collect their children by 6:00pm Monday to Thursday and by 3:00pm on Friday. Doors close at this time so please come five minutes before close if parents wish to talk to Educators.

Late collection of children will result in a late fine being issued at a rate of \$1.00 per minute. This fee will be payable in cash to the Coordinator and is to cover overtime wages. Exceptional circumstances will be discussed.

## **Terminating Your Place**

One month's notice, in writing, must be given when terminating your place or decreasing the amount of days required.

Full fees must be paid up until the last day of Crèche. When terminating at the end of a school year, full fees are payable to the end of the year unless the child has left the Centre before November 1.

# Holidays & Extra Days

Full fees are payable when children are absent from the Centre due to holidays, sickness or a general day off from crèche. Unfortunately, we are unable to offer "make- up" days or swap days once they have been confirmed. If you require extra care due to special circumstance, please contact our Head of ELC. We will try our best to accommodate your child. Advance notice is required if children are going to be absent due to holidays.

*We would appreciate it if you could advise us on the day if your child is going to be away due to illness.*

## **Swapple.me & Extra Days**

Swapple is a new, online childcare booking and swapping system designed to increase affordability, flexibility and accessibility for parents.

Swapple will allow you to:

- Book/swap spots at our Centre, so long as a place is available on that day.
- Anonymously register absences to other parents registered at our Centre so they know a place is available on that day should they need to swap days / add a day.
- Provide parents at our Centre with the opportunity to take a newly created vacancy for their child as needed.
- If another parent takes the spot, you will receive a \$20 Coles Voucher

Extra days can ONLY be picked up via Swapple & will not be accepted via phone/email. Please note that you will still be charged for your day if you child is absent.







# Health & Safety

## ***Illness And Injury***

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 he/she is ill.

If children become unwell while at the Centre, contact will be made with a parent to collect their child. In the event of an accidental injury a parent will be contacted and if deemed necessary, outside medical treatment will be sought. A record is kept of all such events and parents will be notified on their arrival.

There is a 24 hour exclusion period for fever of 37.5°C or above, vomit and diarrhea. This exclusion must be adhered to unless a doctor's note is presented stating otherwise.\

The Centre has a Health and Safety Policy which is available on request.

## ***Immunisation***

All children enrolled at the Centre should be immunised according to the State of Victoria Immunisation Schedule.

In the case of an infectious disease occurring please contact the Centre as soon as possible to allow us to inform other parents. A doctor's clearance certificate is required before the child returns to crèche. Notification of an infectious disease is also required in order to inform other parents at the crèche.

Details of infectious diseases and exclusion periods are attached.

Please hand in a copy of your child's MyGov/Centrelink immunisation history. Please note that a photocopy of your child's book is not acceptable. According to our 'No jab, no play' policy, a child cannot attend crèche without an up-to-date Centrelink Immunisation history form.

## ***Children With Special Needs***

If Educators feel your child is not coping in certain areas and showing signs of needing some early intervention, we will always consult with parents. In the event of an external professional advising 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 reach the highest potential for the child.

## ***Evacuations***

Emergency evacuation plans and procedures are located in the office and in each child's room. Plans indicate evacuation routes, assembly areas, location of exits and firefighting equipment. An evacuation drill is carried out on a regular basis. Copies of our emergency evacuation policies are available on request.



***Mandatory Reporting / Child Abuse***

It is our legal responsibility to report indications of child abuse if we have a reasonable suspicion. This would be discussed with the College Principal, the Head of the ELC, and the Centre Coordinator and followed up with the appropriate authorities. Guidelines for dealing with suspected abuse are following in accordance with Child Service regulations. Concerns would be documented and confidentiality maintained. (The College's Child Protection and Mandatory Reporting Policies are placed on the College Website for reference.)

To make a notification of suspected child abuse, contact would be made to the Local Child Protection Victoria Office.

***Clothing***

Children should be dressed in clothing that is appropriate for day care. Clothing should be comfortable, weather appropriate and allow children the freedom to carry out the many activities and routines that are offered during the day as independently as possible.

Messy activities are part of their development and smocks are provided for these activities. Smocks do not guarantee that children will not get dirty so parents should dress children accordingly.

Outdoor play is an important part of the program and it is essential that coats for cool weather. The centre will provide hats for the Summer months. (The Sun Policy is available at parents' request).

Footwear should be safe and suitable for indoor and outdoor play (no thongs) and where possible, should be easily removable by Educators or children. All items of clothing should be labelled.

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

Parents are asked to provide adequate supply of spare clothing in their child's bag. Extra clothing will be needed if your child is in the midst of toilet training.

The Centre keeps a supply of clothing for emergencies and if used, parents should launder them and return them as soon as possible.

***Care In The Sun***

The Centre provides a supply of 30 plus sun screen for children applied 20 minutes prior to going outdoors. If your child is allergic to our sun screen, please supply their own labelled bottle. Sun screen is applied to exposed parts of the body 20 minutes prior to going outdoors from September to April.

Parents should ensure their child is appropriately dressed for the weather. We reduce the amount of time spent outdoors in extreme hot weather to times when the ultra violet rays are less potent. Extra liquids are also encouraged in hot weather.

Please note: 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. Toilet Independence is supported by the Centre and Educators. The children are respected in this process and will not be forced to use the toilet if they are distressed. Children must have worn undies exclusively at home for two days before wearing undies to crèche. The Centre will support the children and families in Toilet Independence but will not initiate this process.





# Medical Information

## **Medication Book**

If your child requires medication please advise a teacher on your arrival and complete the details outlined in the Medication Authorisation Book - 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 provided with written parent approval, except in an emergency. Staff will administer any medication to children including Panadol, only if requested to do so by the parents.

## **Infectious And Communicable Diseases**

The wellbeing and health of children and staff is of utmost priority. Although we understand that an ill child may present difficulties for working parents, we ask that parents are considerate of the health of their child and others at the Centre.

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. Despite the best health and hygiene practices, conscientious parents and staff skilled in identifying signs of ill health early, many diseases and infections are contagious before symptoms appear. If your child is unwell they will not cope with activities in a busy day 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) A fever or temperature of 37.5°C or above
- b) Diarrhea
- c) Severe or constant coughing
- d) Infected discharge from the eyes, nose or ears
- e) Open or weeping sores
- f) Spots or rashes
- g) Breathing difficulties
- h) Vomiting
- i) Frequent scratching of the scalp/lice
- j) Complaint of pain, lethargy, distress or unexplained behaviour

We ask that parents notify the Centre if children are not attending on any day due to illness. If children become unwell while at the Centre, he/she 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). Staff will keep your child as comfortable as possible until you arrive.

We 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

***Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases***

If your child has an infectious disease not stated on the 'Exclusion Table', a child may be excluded at the discretion of the Head of Early Learning Centre and the parent may be asked to produce a medical certificate before the child can recommence care.

It is recommended that children do not return to the Centre until they have been symptom free or well for two days, if they have contracted an infectious or communicable disease.

***Immunisation Policy***

It is recommended that children do not return to the Centre until they have been symptom free or well for two days, if they have contracted an infectious or communicable disease.

- a) The Public Health Act 2013 requires that all children enrolled at child care facilities and pre-schools have documented evidence of their immunisation. The policy states that if there is "No Jab, No Play"
- b) A detail of the child's immunisation is required at the time of enrolment. The record must be updated when necessary and signed and dated by a doctor the Victorian Health Department.
- c) The risk of developing the following diseases is greatly diminished by immunisation: Whooping Cough, Rubella, Measles, Haemophilia, Influenza Type B (HIB), Mumps & Chickenpox
- d) If parents choose not to immunize their child, the child must be excluded from the centre during any outbreak of disease prevented by immunisation
- e) Immunisation schedules are available from the Health Department, Local Councils and Health Centres
- f) If any child at the Early Learning Centre contracts an infections disease, a notice will be displayed advising parents of the illness and the symptoms, as well as a notification sent via the school communication app, Compass.



### ***Exclusion of children when an outbreak of an infectious disease is present or suspected at the centre policy***

#### ***Rationale***

Excluding sick children and Educators is one of the three most important ways of limiting the spread of infection in a childcare centre. The spread of certain diseases can be reduced by excluding a person who is known to be infectious, from contact with others who are at risk of catching the infection.

#### ***The Need For Exclusion Depends Upon***

- The ease with which the infection can be spread
- The ability of the infected person to follow hygiene precautions; and
- The severity of the diseases

#### ***The Exclusion Procedure***

- Identify when symptoms or a medical diagnosis fit a condition with an exclusion period
- Refer to the table for the recommended minimum periods of exclusion
- Children who have not been vaccinated may be excluded from care during an outbreak of some infectious diseases (such as measles and whooping cough)
- When a vaccine preventable disease is present or suspected at the centre, children for whom the centre does not have a completed immunisation record may be treated as unimmunised; and
- Advise the parents or Educators when they may return to the centre

Recommended exclusion periods are based on the time that a person with a specific disease or condition is likely to be infectious.

The following are recommended minimum periods of exclusion based on risk of infection but a child or Educator may need to stay at home longer than the exclusion period to recover from an illness.

Recommended 'Not excluded' means there is no significant risk of transmitting infection to others

Key Responsibilities And Authorities Educators are responsible for implementing this policy when an outbreak of a suspected disease is present at the centre. The parent/guardian is responsible for informing the preschool when their child has been diagnosed with a disease.

#### ***Policy Review***

- The service will review this Policy and procedures, and related documents every 18 months.
- Families are encouraged to collaborate with the service to review the policy and procedures.
- Educators are essential stakeholders in the policy review process and will be encouraged to be actively involved.

#### ***Immunisations Policy***

- Policy Created June 2012
- Policy Review Date November 2023

#### ***Sources And Further Reading:***

[Staying Healthy In Childcare 4th Edition](#)

Condition	Exclusion of Case	Exclusion of Contact
Amoebiasis (Entamoeba histolytica)	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
Candidiasis See 'Thrush'		
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded.
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary.	Not excluded
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non infectious Conjunctivitis.	Not excluded
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Diarrhoea (No organism identified)	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 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
German measles See 'Rubella'		
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT necessary.	Not excluded
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.	Not excluded. Contact a public health unit for specialist advice.
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at child care (i.e. the child doesn't need to be sent home immediately if head lice are detected).	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Exclusion is NOT necessary	Not excluded
Hepatitis C	Exclusion is NOT necessary	Not excluded

Condition	Exclusion of Case	Exclusion of Contact
Herpes simplex (cold sores, fever Blisters)	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.	Not excluded
Human Immunodeficiency Virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Influenza and influenza- like illnesses	Exclude until well	Not excluded
Legionnaires' disease	Exclusion is NOT necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Exclude for 4 days after the onset of the rash.	Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded from child care until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case. All immune compromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed.	Not excluded
Molluscum contagiosum	Exclusion is NOT necessary	Not excluded
Mumps	Exclude for nine days after onset of swelling.	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours.	Not excluded
Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary.	Not excluded
Pertussis See 'Whooping Cough'		



Condition	Exclusion of Case	Exclusion of Contact
Respiratory Syncytial virus	Exclusion is NOT necessary.	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced.	Not excluded
Roseola	Exclusion is NOT necessary.	Not excluded
Ross River virus	Exclusion is NOT necessary.	Not excluded
Rotavirus infection	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash.	Not excluded
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded
Scarlet fever See 'Streptococcal sore throat'		
School sores See 'Impetigo'		
Shigella infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Thrush (candidiasis)	Exclusion is NOT necessary.	Not excluded
Toxoplasmosis	Exclusion is NOT necessary.	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health authority.	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics.
Typhoid, Paratyphoid	Exclude until medical certificate is produced from appropriate health authority.	Not excluded unless considered necessary by public health authorities
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
Warts	Exclusion is NOT necessary.	Not excluded
Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing	<p>Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.</p> <p>Contact a public health unit for specialist advice about excluding non-vaccinated contacts or antibiotics.</p>
Worms	Exclusion not necessary if treatment has occurred.	Not excluded

# Appendix

## **Privacy Policy**

Leibler Yavneh College ("the College") is bound by the National Privacy Principles contained in the Privacy Act 1988 (Cth), and in accordance with the National Privacy Principles, this Privacy Policy outlines, among other things, how the College collects, uses and discloses personal information. Please note that the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and an employee.

## **Definitions**

"Personal information" means information or an opinion, whether true or not, about an individual whose identity is apparent, or can be reasonably ascertained, from that information or opinion. Personal information that we may collect includes, without limitation, names, addresses, email addresses, telephone numbers, and photographs and videos from which an individual's identity is apparent.

"Sensitive information" means information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

"Health information" means information or an opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

"Parent" means a child's parent, adoptive parent, step parent, foster parent, guardian, or a person who has custody or daily care and control of the child.

## **Collection**

The College may collect personal information, and where permitted by the National Privacy Principles, sensitive information and health information, from

and about Parents, students, potential students, job applicants, Educators members, volunteers and contractors. The College will collect personal information lawfully and transparently, and not in an unreasonably intrusive way.

When it is reasonable and practical to do so, the College will only collect personal information about an individual directly from that individual. The College will not collect personal information unless the personal information is reasonably necessary for its functions and activities.

The College may collect personal information for such primary purposes as:

1. providing educational and associated services, including the assessment and processing of applications for bursaries, subsidies and deferred payment of school fees and allocation of these to particular students or families;
2. looking after students' educational, social and health needs;
3. assisting the College and its Educators to fulfil its duty of care to students;
4. keeping Parents informed about matters related to their child's schooling;
5. celebrating the efforts and achievements of students;
6. planning, resourcing, monitoring and evaluating College services and functions;
7. internal management needs;
8. marketing and fundraising activities;
9. investigating incidents and defending any legal claims against the College, its services or its Educators ; and
10. any use which is required or authorised by law.

In addition, the College may collect personal information about job applicants, Educators members and contractors or such primary purposes as:

1. assessing those individuals suitability for employment or contract;
2. administering those individuals employment or contract;

3. satisfying the College's legal requirements; and
  4. insurance, such as WorkCover or public liability.
- Please note that if personal information requested by the College about a student or Parent is not provided, in some cases this may mean that the College will not be able to enrol or continue the enrolment of the student.

### **Use And Disclosure**

The College will only use and disclose personal information:

1. for the primary purposes for which it was collected;
2. for purposes related to the primary purposes for which the personal information (other than sensitive information) was collected provided that such use and disclosure would be reasonably expected by the individual;
3. for any other purposes for which the individual has consented;
4. for the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
5. if the College reasonably believes that the use or disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety, or a serious threat to public health or public safety; and
6. otherwise in accordance with the National Privacy Principles,

The College will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. An individual may seek to update personal information held about them by the College by contacting the person named in paragraph 8 (or his or her nominee). The College will take reasonable steps to destroy or permanently de-identify any personal information that it no longer needs to use or disclose for any of the purposes specified above.

### **Disclosure Of Personal Information To Other Parties**

The College may disclose personal information to: Parents and the College's educators ;

1. the College's Executive and its Finance Committee, being committees whose membership includes both parent representatives and senior Educators representatives, for these Committees to review the manner in which the College assesses

- applications;
2. another school;
3. the Australian Council of Jewish Schools, or similar communal roof bodies, subject to such qualifications as the College's Executive may consider appropriate and reasonable;
4. medical practitioners;
5. third-parties that it ordinarily engages for the purposes set out in paragraph 3.5 and 3.7, and people providing services to the College; and
6. any person or entity to whom the College is required or authorised to disclose personal information to in accordance with the law, including law enforcement purposes.

Where consent for the use and disclosure of personal information is required, the College will seek consent from the appropriate person. In the case of a student's personal information, consent will be sought from the student and/ or Parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

### **Openness**

An individual may request access to its personal information by contacting the person named in paragraph 8 (or his or her nominee). Please be aware that the College may charge a reasonable fee to cover the charges of retrieving the individual's personal information.

The College may deny access by an individual to that individual's personal information, or by a Parent to a student's personal information, if:

1. providing access would pose a serious threat to the life or health of any individual;
2. providing access would have an unreasonable impact upon the privacy of other individuals;
3. the request for access is frivolous or vexatious; or
4. the College is otherwise prevented by the National Privacy Principles from providing access to that personal information

### **Modification**

The College reserves the right to modify this Privacy Policy in any way at any time without notice. Amendments will be effective immediately upon posting of the amended Privacy Policy to the College's website.



**We trust that 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.**

