

Kinder Parent Handbook



Welcome to
Kindergarten.



Contents

Welcome	1	App Communication	18
Introduction	2	Xplor	18
Our Team	3	Attendance	18
		Daily Updates	18
ELC Program	5	Health Tracking	18
Inspired by the Jewish Calendar	6	Finances	18
Assessment and Reporting	6	Compass	18
A Typical Day	7	Fees & Payment	19
Incursions, Nutrition, Learning sessions, Rest & Sleep, Play Spaces, FRED time		Multiple enrolment discount	19
Enrolments & Orientation	9	Childcare Subsidies	21
Hours of Days of Operation	10	What is Childcare Subsidy?	21
Hours and Days of Operation	10	Family Eligibility and Entitlement	21
Before and After School Care	10	CCS & Enrolment at Yavneh ELC	22
School Holidays	10	Free Kinder / Funded Kindergarten	22
Our Community	11	Childcare Safety	23
Parental Involvement	11	Illness and Injury	23
Visiting our School	11	Emergency Evacuation Procedures	23
Parent Patrol	11	Guidelines & Policies	25
YPO Parents Organization	11	Allergy Policy	25
Birthdays	12	Image Policy	25
Settling In	13	Food Policy	25
Arrival	13	Toilet Training	26
What to bring	13	Staff Changes	26
Clothing	13	Excursions / Incursions	26
Care in the sun	14	Children with Disabilities	26
Parent Departure	14	Grievance and Dispute Policy	26
Collection	15	Immunisation	26
Behaviour	17	Medical Information	27
		Medical Forms	27
		Infectious and Communicable Diseases	27
		Kinder Checklist	28

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Welcome

The best start for your child

Our team is thrilled to welcome you and your child to 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 Judaism and familiarity with Hebrew.

Our ELC proudly offers a uniquely integrated Jewish and General Studies program. By integrating Jewish and General Studies into your child's school day (in both English and Hebrew), we further develop children's social, emotional, intellectual, and physical growth in an enjoyable and challenging manner.

We believe the best way for children to learn is to encourage them to play and keep playing. At Yavneh ELC, we embrace a play-based approach to learning and never lose sight of the end goal – to create opportunities for our children to grow and learn about their world (Being), how they fit into it (Belonging), and how they can be a part of it (Becoming).

The Abeles Liberman Preschool Early Learning Centre provides up to 104 places for Preschool children between three and five years old, in five separate Kinder rooms.

There are three Junior Kinder rooms for children aged 3 and 4 and two Senior Kinder rooms for children aged 4 and 5. Our Senior Kinder rooms are located on the Nagle Avenue campus, with our Early Learning Centre providing the perfect gateway to our Primary and Secondary schools.

We look forward to you and your family joining the Yavneh Family and your child thriving at our Centre. We hope that this Parent Handbook will be a valuable guide and that this will become the beginning of a long and happy association.



Introduction

Goals

The following aims are encouraged at an appropriate developmental level for each child:

- Practice of Halacha and Jewish values, and the development of an Orthodox way of life.
- Pursuit of academic excellence in Jewish and General Studies
- A love of learning in both Jewish and General Studies
- Pride in Judaism, Jewish heritage, and practice in a modern secular world
- Personal, emotional, and intellectual commitment to increasing levels of Jewish knowledge and practice.

Our goals as a Centre are to provide a high-quality educational experience in the context of Modern Orthodox Judaism and Zionism. We commit to:

- providing a flexible service that meets the needs of parents.
- providing a flexible program geared to our children's developmental stages and interests.
- recognising that each child is a valuable and important individual, each child must be nurtured in a caring and stimulating environment.
- seeking to develop the potential of children
- recognising that each child is a valuable and important individual and deserves respect and loving care.
- fostering the relationship between parents and staff by encouraging open communication.
- aiming to meet each child's needs by consulting with parents regarding their child's interests.

Our long-term goal for each child is that they reach their learning and development potential. Our children:

- are encouraged to feel free to learn and be happy
- care for and support others
- have their needs and rights recognised and have the freedom to follow their interests and ideas while respecting the rights of others
- develop an ability to cope with problems that arise every day
- learn to express themselves, cope with feelings, and exercise self-discipline appropriate to individual developmental levels
- develop independence, self-esteem, and self-respect
- have self-confidence to take risks and to persevere with tasks
- see themselves as part of a group and part of the local community
- value and care for all living things and their environment
- believe they have the power to change things and can make a difference.

All these goals contribute to developing the children's social and emotional needs, increasing each child's school readiness, and facilitating an excellent start on the journey of formal education with Pre-Primary.

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 Creche.



Bronwyn Owen
Centre Manager
The 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 Kinder. 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.



ELC Program

We focus on children's holistic development and strive to create a sense of belonging within rooms, to the ELC as a whole, and to 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.

We believe that learning should happen where the child is, not that we should make the child come to a particular space to learn. As such, we equip all areas of the Kinder rooms, inside and out, with learning opportunities. Yavneh Kinder provides a balanced program of play-based learning and explicit teaching, which encourages children at all levels and stages of development to thrive. Additionally, our program and interactions reflect the core Mizrahi values of Torah U Maddah, Tzitzit, and Derech Eretz.

Our Head of Centre has a genuine open-door policy. She welcomes visits and feedback from parents at any time. She encourages families to make an appointment to see her should they want to discuss any aspect of their child's Kinder 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 also believe in having high expectations of children, 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 the value of play as the basis for learning and development. We, therefore, adopt a child-centred, play-based program informed by observations of individual strengths, skills, and interests. This program provides children with space, opportunity, and time to explore, investigate, and create, meeting the needs of the children and families we serve. This program also promotes love and respect for the natural environment.

We also acknowledge and pay respect to the traditional owners of the land and the Indigenous Australian culture.

A Unique Program

Our program incorporates both a Core and an Emergent Curriculum. The Core Curriculum centers on our Jewish studies and Hebrew language program, while the emergent curriculum is based on children's individual interests. This information is gleaned from careful monitoring and observation of the children's actions and conversations during their play, kindergarten activities, and routines. Over the year, guided by our expert teaching team, children will explore concepts such as identity, physical development, communication, and language.

Our pre-literacy program encourages language development in Hebrew and English, with children learning the alphabet and the Alef-Bet. The pre-numeracy program encourages early maths skills development. Combined, the Core and Emergent Curricula ensure children are building and developing the skills needed to be ready for Prep and 'big school.' We provide individual and group program planning, allowing each child to be nurtured in all areas of development: educational, spiritual, social, cultural, and emotional.

Activities will always be appropriate to age and development level, and the program fosters skills development through indoor and outdoor play. Outdoor activities are pivotal in our developmental program, as are creative activities and imaginative play. Quiet play spaces are enjoyed inside and outside in our leafy outdoor environment.

Inspired by the Jewish Calendar

Our Jewish Studies program is based on the flow of the Jewish calendar. Our ELC children develop a deep understanding and appreciation of Jewish observance (Halacha) and values, the Hebrew language, and General Studies, right from day one. Through an integrated program, we build knowledge and understanding using art activities, discussions, dramatic play opportunities, story dramatisation, songs, and structured learning groups in the weeks preceding a Chag (festival). This approach enables the children to participate fully in the joys of each Chag. For example, at Pesach, the children will have their own Seder, gradually building from year to year and increasing their knowledge of the songs, Mitzvot, and Minhagim of the Chag.

Every day starts with Tefillah, and all meals start with Brachot and end with Bracha Achrona. The Tefillot and Brachot become more extensive as children progress at Yavneh. This important learning provides children a sense of pleasurable participation in their Yiddishkeit and makes them knowledgeable in the practices of Judaism.

On Erev Shabbat (Friday), a special Kabbalat Shabbat celebration is held in all Kinder rooms. The Shabbat table is prepared with white tablecloths, flowers, two challot, grape juice, and Shabbat candles. A 'family' is chosen every week consisting of an Abba (father), Imma (mother), and Yeladim (children). Songs are sung, and the Parashat Hashavua (the weekly reading of the Torah) is told to the children. The atmosphere is always joyous. Parents are asked to send their child with a small amount of money for Tzedakah (charity). This forms an integral part of the Erev Shabbat festivities and simultaneously develops the concept of Tzedakah at an early age.

Assessment and Reporting

We plan and evaluate each child's progress using the national curriculum frameworks focusing on Belonging, Being, and Becoming. We use a combination approach that provides a celebration of learning and the results of summative assessments, which outline to parents the strengths of their child and skills that need further development ahead of Prep. Parent-teacher interviews are offered to all families during the Kinder year, and children are given a written report of the summative assessment outcomes at the end of Kinder.

A Typical Day

Our teachers have the flexibility and independence to run their rooms according to a schedule that best suits them. As such, while all children have access to the same learning opportunities, the timetable in each Kinder room may look a little different.

Here is a rough outline of what your child can expect each day at Kinder:

Incursions

Every day, the children experience an incursion session at no extra cost to families. Topics and experiences include sports, yoga, music, and art.

Nutrition

Children will have three meal breaks daily (morning tea, lunch, and afternoon tea). We encourage you to pack a healthy and nutritious lunch box to keep your child powered up throughout the day. Please remember that our Centre is nut-free and sesame-aware, and all food must be Kosher.

Learning sessions

The children will have three learning sessions every day. These will include both explicit teaching and play-based learning experiences.

Rest and Sleep

All children are offered a 20-minute downtime period. Some Kinder children still sleep during this time, while others read or play quietly. This is a genuine recharge opportunity, with curtains drawn and lights dimmed to encourage rest.

Play spaces

Throughout the day, children will use our indoor and outdoor play spaces, encouraging the development of the different skills each environment promotes.

FRED time

Children will enjoy a period of FRED (free reading every day) time every day. This encourages their early literacy skills while also sparking their imagination.





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 admissions 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:

- The Yavneh Kinder program is offered on a full-time basis.
- 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 Process

Before commencing Kinder, all children attend a 90-minute orientation session at the Centre. The orientation day typically occurs the day before school starts and gives children a taste of what to expect. Children will spend the session in their allocated Kinder room, and class lists will be released in December of the year prior to commencement.

This orientation allows the children to familiarize themselves with their room, the equipment, and their Morot (teachers) before Day 1 of Kinder. Additionally, orientation is used as an opportunity for the teachers to start getting to know each child in their care for the Kinder year. While the children orient themselves to their new learning environment, we invite parents to have a coffee and chat with the Head of the Centre, accessing a relaxed and social space that allows parents to ask questions and get to know each other.

The primary aim of the first few weeks of kindergarten is to provide children with a warm, welcoming, and secure environment outside the home. We understand that children need time to establish new relationships with adults and their peers and become familiar with routines, new equipment, and experiences. We give them the space required to do this. If necessary, staff will help with strategies for settling children into the Centre beyond the 'settling in period'. Where needed, the Centre can develop an individualised transition program. This collaborative process involves parents, staff, and the Head of the Early Learning Centre.

Orientation Tips and Tricks:

- Aim to arrive at the same time each day
- Have a routine for leaving that you have discussed with your child and they understand
- When it is time to go, leave promptly
- Leave sufficient time each day to check in with staff, allowing you to report anything significant or new that might impact your child's day at the Centre.
- Bring in a transition toy from home.

Hours of Operation

Hours and Days of Operation

The Yavneh ELC is a full-time Kindergarten program operating daily at the following times:

Monday – Thursday	8:30am – 4:00pm
Friday	8:30am – 3:00pm

Before and After School Care

Before and After School Care is available free of charge to all enrolled students. Children who have not been collected by 4:00pm will be cared for in the After Care program. If parents are delayed, we ask that you notify the Early Learning Centre staff of your expected arrival time, which enables staff to reassure the child.

Monday – Friday	7:30am – 8:30am (Before Care)
Monday – Thursday	4:00pm – 6:00pm (After Care)

School Holidays

The Early Learning Centre is open for 48 weeks of the calendar year, with a vacation care program operating between the four school terms. The Centre generally reopens following the summer break in mid-January each year.

Parents are asked to note that the Early Learning Centre is closed for all Chaggim and on Chol Hamoed Pesach. On occasion, early dismissal times apply at the Centre; typically, this is before Jewish holidays and on certain Public Holidays when the ELC is open.

During the school holidays, DZ Holiday Program runs an out-sourced holiday program for children in the Centre. All enrolments, payments, and curriculum information is between the parents and DZ Holiday Program and not through the Centre. As the specific days of Jewish holidays vary from year to year, parents will be notified via the College Calendar in December of the opening and closing dates of the following year. Notifications will also be sent via Compass.



Our Community

Parental Involvement

We hope parents will become involved in our Early Learning Centre program as much as possible. As a community, we aim to care for the children and support the whole family.

We believe that parents are the child's first and most important teachers. Therefore, we consider partnerships with families integral to our philosophy and practice and encourage their input and participation in every aspect of our program. Parent comments, ideas, and suggestions are always welcome.

There will be opportunities to contribute to your child's Kinder journey by participating in the program as a parent helper, volunteering on committees, attending excursions, and coming to social events, concerts, open mornings, and information evenings. We have had parents visit the Centre to play a musical instrument, run cooking activities, take a dance class, lead a singing class, and read the children stories; all talents and skills are welcome! We acknowledge that parents have many responsibilities. As such, parents are provided with opportunities to participate in whatever activity they choose and whenever they can.

The most important contribution parents can make is sharing information about their child with staff. This helps us care for each child in a way that supports familiar parenting styles and home experiences. We will inform parents through regular newsletters, information boards, informal discussions, and notes.

Visiting our School

As a proudly practicing Modern Orthodox, Zionist Jewish day school, there are certain expectations regarding the dress code for staff, students, and visitors. The dress code for our Kindy students is outlined in the 'Settling In' section of this Handbook. Men visiting the School, both during the school day and for after-hours events, 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, full-time armed guards are employed at the Mizrahi / Early Learning Centre campuses, 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. The Kinder year 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.

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

Celebrating Birthdays

At the Centre

Birthdays are celebrated at our Kinder. Parents, grandparents and special friends are invited to join the celebrations on that day. Parents are welcome to bring one party food item to share with the class, such as a cake, ice cream, or icy poles. Please make sure that these items follow the Kosher Australia Food Bulletin guidelines. Some parents have raised the issue of healthy eating alternatives, and parents may choose to bring an appropriate small gift for each child as a healthy alternative to sweet food items.

At home

A friendly reminder regarding inclusion:

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.

Some simple guidelines to follow:

- Food provided must be on the latest Kosher Australia list
- All fruits and vegetables are Kosher. However, bugs (which are not kosher) are common in most leafy vegetables and, as such, they must be washed and inspected carefully by someone.
- Only disposable/plastic cutlery and crockery should be used in preparation and serving.
- Meat and dairy are not to be eaten at the same meal.
- Please refrain from inviting students to a private event on Shabbat or a Chagim.
- There are certain times of the year (Sfirat Haomer, 3 weeks before Tisha b'Av) when we refrain from celebration. Please check the Jewish calendar before booking your event.

Settling In

Arrival

Please follow these steps on arrival at the Centre:

1. Bring your child to the classroom*
2. Make sure staff are aware of your arrival
3. Sign your child in via the Xplor App
4. Put your child's bags and belongings on their hook or in their locker
5. Place the fruit in the designated area
6. Hand over any medication and discuss with teaching staff as required
7. 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.

What to Bring

- Lunch and snacks for morning and afternoon tea, plus a drink bottle. Ideas and inspiration for what to include in your child's lunchbox are shared at our Orientation Evening, and you can find many ideas online. Please note that food must adhere to Kosher rules and be nut, meat and sesame-free. An individual locker is provided for each child to place their bag, lunch box, drink bottle, and sun hat.
- A fitted cot-sized sheet, pillow, and blanket in a named bag. These items will be sent home regularly for washing and returned once cleaned.
- A soft toy or any other item for rest time. However, for personal hygiene reasons, we do not encourage the use of dummies or bottles of milk.
- A complete change of named clothing in a bag for use in case of toileting or water accidents. We encourage independence in toileting routines. It is a key developmental outcome for your child to be confident and self-reliant in this area.
- Yavneh is a SunSmart School, and sunhats are compulsory during Terms 1 and 4. Our Centre will provide the hats for the children. Please pack your child sunscreen if you prefer to use your own and not the Centre's sunscreen.

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. We recommend that children wear pants with elasticised waists, as overalls and jeans with stiff metal buttons or zips can be difficult to manage. Boys should wear a kova and tzitzit.

Messy activities are part of child development at Kinder, 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 Kinder spare clothes 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.

*Families with children enrolled in Senior Kindergarten can use the kiss-and-go facility at the Nagle Avenue Campus.

Care in the Sun

The Early Learning Centre provides 30+ sunscreen for children. If your child is allergic to normal sunscreen lotions, parents must notify staff, supply a suitable alternative, and complete a sunscreen form.

We ask that parents apply sunscreen to their child in the morning before dropping them off at the ELC. The ELC staff will reapply sunscreen throughout the day. Staff will ensure that sun hats are supplied to children and worn at all times when children are outside in the sun. Staff will also model safe practices by wearing hats outside.

We reduce the time spent outdoors in extremely hot weather and restrict outdoor play to times when ultraviolet rays are less potent. Extra liquids are encouraged in hot weather, and water is always available to children. The program provides opportunities to discuss sun safety and regularly updates its sun protection policy as new information becomes available.

Parent Departure

Some children and parents may experience difficulties separating from each other. This may be particularly relevant in the first few weeks of a child commencing at the Early Learning Centre and can occur for children who have not been in care previously and children who have been in a different setting. This is quite normal. Please ask the staff for assistance if the morning settling period is difficult for you or your child. Our staff are trained to reassure and comfort your child and direct their interest to the activities provided.

Always let your child know when you are leaving, even if this is painful. If a parent quietly leaves without the child knowing, the child's trust in the parent and their sense of security may be diminished. Once children realise that you always return to collect them, any separation anxiety should decrease. Staff will always reassure children that you are coming back to collect them later. We encourage parents to ring the Centre to see if their child has settled should they have any concerns. In rare cases where a child does not settle, staff will contact parents to let them know and determine what should be done that best meets the needs of you and your child.



Collection

Picking Up

When collecting your child, please follow these steps:

1. Come to the play area or classroom*
2. Alert the teacher to your child's departure
3. Spend a short period looking at your child's work and talking with them about their day
4. Check your child's locker for notes or completed activities ready to go home
5. Sign your child out via the Xplor App
6. When you get home, check your child's bag for important notices and forms

Each child must be signed out by an adult listed as authorised by the parents. If you are in a hurry to leave the Centre, please let the educators know when you arrive to collect your child so that they can support rather than hinder your departure.

In cases where parents are unable to collect their children themselves and hear about their child's day from an educator, we will endeavour to communicate updates with you via other means, such as lunch box notes, phone calls, or newsletters. Communication is a shared responsibility, and parents can also write a note or call the staff if they need more information about their child's day.

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 Center's files. If the parents of a child are in the process of separating, the Centre should also be notified.

*Families with children enrolled in Senior Kindergarten can use the kiss-and-go facility at the Nagle Avenue Campus.



Behaviour

A Child-Centred Approach

Through positive and non-threatening behaviour guidance techniques, we aim to help children become happy, responsible, and cooperative participants in the Early Learning Centre program. Staff actively encourage children to demonstrate a positive attitude to each other and empathy for others' feelings. Staff also encourage children to accept differences, appreciate each other's capabilities and limitations, and actively support individual differences.

The Centre has a behaviour guidance policy and guidelines to ensure that strategies are consistently applied by all staff for children in the Early Learning Centre. Behaviour Guidance strategies help build positive self-esteem and encourage children to learn to be responsible for their behaviour. Behaviour guidance strategies will vary according to the goals of children's behaviour, the nature of the behaviour, and the age of the child.

To assist with the success of our child-centred approach to behaviour, staff members develop trusting relationships with children and get to know each child individually. As applicable, children are encouraged to talk about conflict when it arises and how they can solve problems. This helps children begin to deal with conflict independently and appropriately.

Some examples of guidance strategies for inappropriate behaviour may include:

- Redirection and diversion to other activities.
- Positive role modelling by staff
- Encouragement and positive feedback for appropriate behaviour.
- Ignoring or giving minimal attention to inappropriate attention-seeking behaviour (except when another child is hurt)
- Giving more attention to a child who has been hurt than the child doing the hurting (without encouraging 'victims')
- Give children choices within agreed limits, with agreed consequences if limits are exceeded. N.B. Consequences are not used as a punishment.
- Provide a 'table for one' with an activity to allow a child to calm down by themselves.
- Speaking to children firmly but calmly, focusing on the inappropriate action rather than the child.
- Children are taught to communicate their feelings verbally, such as "I don't like it when you hurt me," rather than retaliate with physical aggression.

If staff find a child's behaviour difficult to manage over a period of time, a meeting between the teacher, parents, and the Head of the Early Learning Centre will be organised to try to determine the best approach to supporting both the child and his / her peers.

In rare cases where additional advice or support is needed to help understand or manage particular student needs, assistance from an external professional may be sought. Often, collaboration and a team approach to addressing developmental, social, or emotional needs are very effective in ensuring positive outcomes for all involved.

App Communication

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 & Payment

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.

Full fees are payable when children are absent from the Centre due to holiday or sickness, and advance notice is required if children will be absent due to holidays. Please advise us on the day if your child will be away due to illness.

Both Junior and Senior Kinder are approved long day care centres for the purposes of the Child Care Subsidy (CCS).

Before and After School Care

There is no additional cost for before and after school care.

Multiple Enrolment Discounts

This discount program allows discounts for multiple concurrent enrolments as follows:

- Second Child 2% discount
- Third Child 10% discount
- Fourth Child 20% discount
- Fifth & Subsequent Child 30% discount

The highest reduction is applied to the youngest child where the prerequisite children are concurrently enrolled at the College.



Terminating Your Place

We remind parents that they must give the College a full term's notice if withdrawing their child's enrolment. The penalty for failing to do so is one term of tuition fees. Notice should be given in writing and addressed to the Head of ELC, Charlene Orwin, AND the College Principal, Shula Lazar. This can be emailed to ELCoffice@yavneh.vic.edu.au



CCS + Free Kinder

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).

CCS & Enrolment at Yavneh ELC

As part of your enrolment at our Kinder, we require you to confirm acceptance of the items below in order to be eligible for Government funding, if available.

Acceptance of these terms and 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 and details of the child enrolling are correct.
- days and hours of care with our Kinder
- fees associated with the care of your child, which vary from time to time.
- you must notify the Centre within 7 days if your arrangements change.
- you are registered with Centrelink (needed to claim the CCS).



Free Kinder / Funded Kindergarten

The Victorian Government funds kindergarten and long day care services to deliver high-quality kindergarten programs in the two years before school. This helps to ensure all Victorian children get the best start in life. This funding saves you and your family up to \$2,101 per year.

Your child can access one funded year in a Three-Year-Old Kindergarten program (between 5 and 15 hours per week) and one year in a Four-Year-Old Kindergarten program (15 hours per week). Your child can only access one funded kindergarten program at a time. This means that only one service can claim kindergarten funding for your child so you can receive a Free Kinder program.

If you accept a funded kindergarten place at more than one service and both services receive funding, you may be required to repay the funding and may lose your child's place in one program. At the start of 2025, you will be asked to complete a Funded Kindergarten Declaration and return it to the ELC office to let us know where you are claiming your child's one funded kindergarten place in 2025.

Further Information

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

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 Balacclava Road Campus, we have a comprehensive process involving all our staff, students, and parents.

Our Early Learning Centre staff participates in extensive professional development throughout the year. Child safety and protection are 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 key stakeholders to our child-safe policies, structures, and protocols. Parents are asked to refer to our ELC 'Child Protection Policy' and 'Child Safe Environment Policy' and our Yavneh Child Protection Policies, available on the College website.

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 they are 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 of all such events is kept, and parents will be notified upon arrival.

There is a 24-hour exclusion period for fevers of 37.5°C or above, vomiting, and diarrhoea. Unless a medical certificate is presented stating otherwise, this exclusion must be adhered to. The Centre has a Health and Safety Policy, available on request.

Emergency Evacuation Procedures

Emergency evacuation plans and procedures are in children's rooms and the Head of Early Learning Centre office. The plans indicate evacuation routes, assembly areas, and exit locations.

Evacuation practices are carried out each term. Each Kinder Room practices the evacuation procedures independently and as a whole Centre. Parents will be notified of the date of an evacuation of the property through our app, Compass.



Guidelines and

Allergy Policy

The College Allergy Policy aims to prevent possible individual allergic reactions and minimise the concerns of children, parents, and staff. The policy does not guarantee that children will never experience an allergy-related event at the Early Learning Centre. However, its implementation aims to decrease the risks for children with allergies and reflects the College's values regarding respect for individuals.

Procedure

Specific measures include but are not limited to:

- Hand washing before and after meals
- Parents of children with life-threatening allergies must provide the College with a written medical treatment protocol for the child, an emergency plan, and medication, clearly named and kept in the child's classroom.
- All allergic conditions are appropriately displayed at the Early Learning Centre to ensure staff knowledge and minimise risk factors.
- Appropriate training is provided for staff members as required.
- Products that contain traces of nuts, such as chocolates and snack items, are not bought to the Centre.
- Sesame seeds, including sesame seed bagels, are not bought to the Centre.

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.

Food Policy

The standard of Kashrut in the Early Learning Centre is consistent with the Kosher Australian Food Bulletin guidelines. We therefore request that parents respect the following kosher guidelines:

- Children are asked not to bring meat into the Early Learning Centre.
- All food items, including snacks, are to be nut and sesame-free.
- All foods must be Kosher, in accordance with the guidelines in the Australian Food Bulletin.

As children's development of independence is facilitated through self-help skills, we suggest that lunches be brought to the Early Learning Centre in easy-to-open, clearly named containers.

No plastic bags are permitted for safety reasons and to support environmental sustainability.

Parents are asked to provide fresh or dried fruit or vegetables for morning and afternoon snack times. The Early Learning Centre will provide a water or milk drink at snack times.

Parents are also asked to consider healthy eating habits when preparing lunches for their children. The development and encouragement of good nutrition and care of teeth are important at this age. We ask that no lollies, chocolates, cakes, sweet biscuits, fruit juice, sweetened drinks, or chips be brought to the Early Learning Centre. The only exception to this is on special occasions such as birthdays, Rosh Chodesh, and Festivals.

Policies

Toilet Training Policy

The Early Learning Centre aims to promote independence, confidence, and a high level of self-help skills in our children. We encourage independence in toileting routines, as this is a key developmental outcome for each child. We facilitate good hygiene practices by promoting the use of the toilet and regular hand washing.

It is essential that children attending Junior and Senior Kinder be fully toilet-trained.

This includes being confident in a level of toilet training to the following extent:

- The child can acknowledge the need to visit the toilet.
- The child can verbalise the need to visit the toilet if assistance is required.
- The child can pull their pants up and down.

If your child has any additional needs in this area, please raise your concerns with the Head of the Early Learning Centre.

Staff Changes

Children form relationships with staff and, at times, closer bonds with particular staff members. They may experience a sense of loss and insecurity for a short time when certain staff members are absent, but children are resilient and will soon move on. When staffing changes occur, the Centre will endeavour to replace absent staff with educators familiar to the children, wherever possible.

Excursions / Incursions

The Early Learning Centre coordinates a range of incursions and excursions. Parents are required to complete permission forms through Compass for each off-campus excursion. Details of venues, modes of transport, and times of departure and return are always included for parents. The ELC develops a risk management plan before each excursion.

Children with Disabilities

If Educators feel your child is not coping in certain areas, we will share our observations with parents. If an external professional advises that extra assistance is required, Yavneh Kinder will assist families in applying for government funding. If there is a shortfall between the government funding and the necessary funding to reach the child's highest potential, the family will be asked to provide Yavneh Kinder with the difference.

Grievance and Dispute Policy

Parents are asked to be respectful and use the correct channels when communicating a grievance or dispute. Please raise your concern firstly with the room leader in your child's room, the Head of the Early Learning Centre, or, if necessary, the College Principal.

We will try to resolve the dispute cooperatively and quickly by encouraging the relevant parties to meet and discuss the issues themselves.

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.

Policy Availability

This Handbook includes only selected Centre policies. Copies of the ELC's operational policies are available upon request from the ELC office and on our website. Policies are reviewed regularly in accordance with current regulations. Parent input into policy decisions is welcome at our parent convener meetings.

Medical Information

Medication Form

If your child requires medication, please inform a teacher when you arrive and complete the details outlined in the Medication Authorisation Form. You will be asked to list the name of the medication, dosage, time, and circumstances when it is to be administered and to provide your signature as authorisation.

Staff at the Early Learning Centre are only authorised to administer medication provided with written parent approval, except in an emergency. Staff will only administer medication to children, including Panadol, if the parents request it.

Infectious and Communicable Diseases

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.

Kinder Checklist

Skills

- ☐ Putting on and taking off shoes, socks, and jackets
- ☐ Using buckles and velcro on shoes
- ☐ Doing up large buttons
- ☐ Using a spoon and fork
- ☐ Unscrewing a drink bottle
- ☐ Tidy up and pack away belongings
- ☐ Following simple directions
- ☐ Using words like "please", "thank you", and "excuse me"
- ☐ Adjusting to new situations

What to pack

- ☐ A bag to carry personal belongings
- ☐ A change of clothes, including underwear and socks
- ☐ A lunchbox or lunch bag with a healthy lunch and snack
- ☐ A drink bottle filled with water
- ☐ A sunhat (September to May)
- ☐ A warm coat or jacket (Terms 2 and 3)
- ☐ Comfort items
- ☐ Family photo (day one)

Lunchbox preparation

- ☐ Build your child's lunchbox the night before with them
- ☐ Pack enough food for snack and lunch breaks
- ☐ Put a water bottle in the fridge the night before so it's cold

Other tips

- ☐ Encourage your child to interact with other children of a similar age
- ☐ Make learning shapes and colors fun by turning it into a game
- ☐ Practice driving or walking to the Centre before the first day

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



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