

The King David School

# Kindergarten Information Handbook



THE KING DAVID SCHOOL



Modern | Thinking | Judaism

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## Welcome to The King David School Kindergarten

At The King David School we believe that early childhood education shapes the developmental foundations needed for life. It is a time of immense growth, nurturing and encouragement. We foster creative, responsive and respectful relationships and innovative learning experiences that allow children to discover and flourish.

The King David School Kindergarten values all aspects of Judaism combining modern customs with traditions which encourages Jewish identity through daily blessings, learning the Hebrew language, songs, dances, celebrating Shabbat and festivals.

The School's philosophy and core values of inclusion, egalitarianism and social justice play an enormous role in educating and enriching young minds and hearts as part of everyday life at our Kindergarten.

The King David School Kindergarten endeavours to nurture each child's individuality further encouraging the development of self-esteem, self-confidence, independence, belonging and emotional intelligence. We truly believe in each child's unique capacity to grow and develop their own identity.

The learning environment nurtures physical, cognitive, social and emotional development, empowering students with life skills.

Kindergarten is a special time in a child's life. We are committed to a Kindergarten program that provides a happy, stimulating and safe learning environment, where you are able to share in the joy of your child's early years.

Best wishes for a productive and exciting year for your child.

**Marina Gnatyshina**  
**Director of Kindergarten**

## A Smooth Transition

At The King David School Kindergarten, we endeavor to ensure your child's transition from home into care is a smooth and happy experience. Further to the opportunities offered to children in our learning environments, Kindergarten programs are further complemented by our use of the Junior School facilities. Throughout the Kindergarten year, all children have access to specialist Hebrew, Music, Sport, Philosophy and Library classes. The value of this positive link with Junior School is affirmed by the smooth transition of the children into the Prep Year - an environment that already has so many positive associations for them.

Upon acceptance of your enrolment by the Admissions Office, the Kindergarten Director will call to arrange a Pre-Entry interview prior to your child starting at our Centre. You will receive various forms and documentation to complete and return prior to the first orientation. This information is required under the Children's Services Regulations.

## The Orientation Process – Settling in New Children

The major aim of the first few weeks at the Kindergarten is to provide the children with a warm, secure and supportive environment outside the home. The children need time to establish relationships with new adults and children and become familiar with new equipment, routines and experiences. Children react to a new environment in different ways. It is natural for your child to feel uneasy about a parent leaving and being in a large group of children.

When it is time to leave, please do so promptly, telling your child that you will be back.

**Never slip away without saying goodbye as this encourages distrust and anxiety.**

## Orientation for Kindergarten Children

### Child/parent play

Parent and child visit playroom for approximately an hour; staff and parent(s) discuss child's needs, interests, diet etc; general routine of room, explained by staff to parent; next visit arranged.

### Partial Childcare Session

Child signed in for part session (two to four hours). Parent may leave the facility for this time.\*

Staff discuss visit with parents. Please note when you sign your child in the tablet it will automatically become your first booked day and you will be charged for a partial child care session.

*\*For legal and security reasons children must be signed in if parents leaving the building.*

## Pre-entry information session for Parents of Kindergarten Age Children

Prior to starting at the Kindergarten, parents are invited to a pre-entry information session. This provides an opportunity for parents to learn about life at the Kindergarten

All children react differently to being in Kindergarten. Separation is a different experience for each child. Some settle in quite quickly, others may take much longer. For each child it must be a gradual process.

Parents can help their child adjust by:

- Consistently reinforcing the positive aspects of Kindergarten.
- Initially leaving the child for short periods of time.
- Being confident themselves (if parents are anxious they can easily influence the way a child feels).
- Ensuring that the child has his/her special "security object".
- Always telling a child when you are going and that you will be back.
- Discussing any settling difficulties the child is having with the teacher.
- Helping the child establish an attachment to staff members.

# Enrolments, Attendances and Absences Information

*(To be read in conjunction with the Terms and Conditions of Enrolment)*

Please note that the conditions listed below are the current industry standards which apply to Pre-Schools, Kindergartens and Early Learning Centres across Australia.

## Hours of Operation

### Daily Hours

7.30am – 5.30pm 8.30am – 3.15pm	Monday - Thursday Kindergarten Program
7.30am – 5.00pm 8.30am - 3.15pm	Fridays Kindergarten Program
7.30am – 5.30pm	Monday - Thursday Kindercare Holiday Program
7.30am – 5.00pm	Fridays, Kindercare Holiday Program

### Please Note

The Kindergarten may close earlier (4.30pm) on some Fridays during the months of May to August, depending on the commencement time of Shabbat.

A late fee may be charged if children are not collected on time. Please refer to the Fee Schedule and Delivery and Collection of Children Policy on the Parent Portal.

## Enrolment Information

### Contact details

It is your responsibility to ensure that all enrolment information including contact details are up to date and correct. The Centre must be informed immediately in writing should any changes in contact information occur. You will also have to update your information on the Parent Portal.

### Contact details for the collection of children

Anyone who is not on the list of those who can collect your child will not be able to do so without prior written approval via email, along with the contacts details added to the student information criteria on the Parent Portal. These details are checked against photo ID upon arrival at the Kindergarten.

### Termination of Enrolment

Four weeks notice is required in writing to the Admissions Office to terminate an enrolment. If adequate notice is not given, one month's fees will be charged.

The King David School Kindergarten reserves the right to cancel an enrolment with up to one month's notice if any of the following situations occur:

- Failure to pay fees.
- Failure to adhere to the regulations required by the Department of Education and Early Childhood Development and/or other compliance legislation.
- Compromise the safety and well-being of any child in the Centre.
- Contravene the philosophy and/or the educational program of The King David School Kindergarten.
- Failure to provide and maintain the required enrolment information.

## Accounts/Payments

Fees are paid by Direct Debit or Credit Card only. Families are billed consistent with Government requirements.

For a current Fee Schedule, outstanding fees, processing fees or overdue accounts, please refer to current Fee Schedule on the Parent Portal.

## Hours of Operation/Late Fees

The King David School Kindergarten is open Monday to Thursday from 7.30am – 5.30pm, 7.30am – 5.00pm on Fridays and till 4.30pm during winter months except for Public and Jewish Holidays. If at any time these hours are amended notice will be provided and details displayed in public areas or via the Parent Portal. A late fee of \$25.00 per 15 minutes, or part thereof will be charged if a child is left at the Centre after closing time. This will be automatically billed to your account.

## Fees

All fees are billed according to the current approved Fee Schedule. There are three types of Fees:

1. Attendance Fees
2. Associated Charges
3. Security Levy

## Attendance Fees

Attendance fees are billed weekly.

## Associated Charges

Associated Charges are billed once per term, per child.

Associated Charges include all the excursions, special visitors, extra-curricular activities, bus transfers & Capital levy.

## Security Levy

Security Levy is billed once per term, per child.

## Child Care Subsidy (CCS)

The King David School Kindergarten is an approved child care service. So CCS is available to help with the cost of Childcare with the exception of Jewish Holidays. The King David School Kindergarten is closed for Jewish Holidays. The School website contains the current fee schedule information.

To receive the Child Care Subsidy you will need to apply and be assessed by the Department of Human Services. For further information please refer to: [www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim).

On enrolment, parents need to provide the Centre with the Parents (under whose name the child was assessed) & Child's Customer Reference Numbers (CRNs) to enable CCS entitlements to be processed and credited directly to your account.

## Standard Absences

Under the Department of Human Services guidelines, CCS are paid for up to 42 absence days for each child per financial year. These absence days can be taken for any reason and they include Public holidays, temporary School closure days (with the exception of Annual Closure and Jewish Holidays), staff professional development days/pupil-free days, illness and family holidays.

Absences from the Kindergarten beyond 42 days may affect the amount of Child Care Subsidy entitlements. Child Care Subsidy can only be paid for absences beyond 42 days if they meet specific absence reasons and are supported by documents.

Please note: that full fees are payable for all the above mentioned absences.

The Kindergarten Director must be advised of all planned absences in writing or by email. Please notify The King David School Kindergarten if your child is absent due to illness and advise us of the nature of the illness. This is to ensure that illnesses present at the Centre are monitored.

## Absences due to Infectious Disease

Children diagnosed with an infectious disease will be excluded from care for the minimum period set by the Victorian Health Department. Full fees are payable and CCB applies.

Please note that full fees are payable for all the above mentioned absences.

The Kindergarten Director must be advised of all planned absences in writing or by email. Please notify The King David School Kindergarten if your child is absent due to illness and advise us of the nature of the illness. This is to ensure that illnesses present at the Centre are monitored.

## Changes to Existing Enrolment (3 year old Kindergarten only)

Requests to change your child's enrolment are to be in writing and on the appropriate form "Change to Enrolment Request Form". One month's notice is required for all reductions to enrolment including change to the model of care (Long Day Program or Kindergarten only).

A change of enrolment can be approved and confirmed by the Admissions Department. Every attempt is made to accommodate, however, this is not always possible. You can be waitlisted for additional days and will receive priority as an existing family.

If enrolling part time, parents are urged to choose days carefully as it may not be possible to change or add days at a later stage.

## Extra days of Care (3 year old Kindergarten only)

Children enrolled on a part time basis may be booked for occasional extra days subject to availability. Unless a room has a permanent vacancy on a particular day, places will only be available when other children are absent.

Any request for extra days is to be in writing to the Kindergarten Director. Twenty four hours notice is required for all extra day requests except in exceptional circumstances. You will be notified by telephone or email to advise whether an extra day is available. Extra Day requests can only be granted by the Kindergarten Director.

Please Note that a fee for an extra day applies. The King David School Kindergarten does not offer occasional swapping of confirmed days of enrolment.

## Swapping Days (3 year old Kindergarten only)

As the Kindergarten is generally fully booked, we are unable to accommodate any swapping of days or provide 'make-up' days for unplanned absences, Jewish or Public holidays.

## Annual Closure

The King David School Kindergarten is closed for summer break for up to two weeks. Please check the School calendar for closure dates. No fees are payable during the period of annual closure.

## Public Holidays

Full fees are payable for all Australian Public holidays if they fall during the term, (this is standard industry practice). The exception is the three public holidays falling within the period of Annual Closure (Christmas Day, Boxing Day and New Year's Day).

## Jewish Holidays and Festivals

Jewish holidays and festivals are incorporated into our program and celebrated using age appropriate teaching methods. Shabbat is celebrated each Friday in all rooms.

The Kindergarten is closed for a short time over Pesach, Rosh Hashanah, Yom Kippur, Succot and Simchat Torah. We recommend that families carefully refer to the School calendar for when the Kindergarten is closed for the Jewish festivals.

Temporary Kindergarten closure due to Jewish Holidays will be charged at the half daily rate. CCB and CCR are not payable for those days.

## Personal Holidays

There is no discount or fee reduction for family holidays.

## Policies & Procedures

All Kindergarten policies and procedures are located on the Parent Portal.

## Communication

The Parent Portal, MyKDS and emails are our preferred communication tools. This includes Program reflections, Notices, Term Plans, Kindercare Programs and Weekly Child Care Statements. It is imperative we have a current and correct primary email address. If you do not wish to receive any of these items by email please advise us in writing.

## Professional Development

The King David School offers ongoing Professional Development to all the staff across the Kindergarten. Opportunities are provided for the team to collaborate on the program, undertake training and evaluate Policies and Procedures.

Please check the School calendar for PD days throughout the year (Student free days).

## Staff and Facilities

### Our Passion and Commitment

The King David School Kindergarten teachers and educators are passionate about your child's happiness and education and provide a safe, nurturing environment that cultivates self-esteem. Our educational team is dedicated to developing your child's learning potential and are sensitive to your child's individual needs.

### Staffing Policy

The King David School has a commitment to the employment of Early Childhood qualified staff compliant with the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (National Regulations) and the Children's Services Act 1996. We only employ qualified and trained staff who meet these requirements.

The Kindergarten is staffed by educators who qualify above the guidelines set down by the Care Services National Regulations 2011 (National Regulations). All staff are dedicated to provide continuous guidance and supervision for your child. Our high educator-to-student ratios allow educators to focus on the individual learning styles and needs of each child across the Kindergarten.

Minimum Staff to Child ratio is as follows:

Children over 3 years of age:

1 Teacher / Educator to every 11 Children.

### Teachers/Qualified Educators

An Early Childhood Teacher/Qualified Educator in each room is responsible for planning and delivering the educational program. They are also responsible for maintaining the children's developmental records

### Educators

There are a number of educators who work alongside the teachers/Qualified educators in each room at all times. An extra educator is rostered to provide support during busy times of the day (e.g. lunch time, nap time) or busy times of the year (e.g. beginning of the year settling in period). We have educators on semi permanent shifts so that they can form strong relationships with children and families.

### Relief Staff

There are times we will need to employ relief staff to cover sick leave, training and holidays. We believe that continuity of care is important for young children, so every endeavor is made to use the same relief staff when possible, so they are known to the children.

### Staff Breaks

Our rosters include 40 minutes lunch breaks, as well as morning tea time. We ask for parent cooperation in not disturbing staff or entering our staff room while they are taking their well-earned breaks from the classroom.

## **Teachers' Planning Time**

Our Early Childhood Teachers have planning time scheduled throughout the day. Planning time is scheduled before 8.15 am, or between 12.30 – 2.30 pm and after 3.15 pm. Parent meetings (in person or by phone) may be scheduled during these times. During planning time, our Supporting Qualified Educators replace the qualified educator.

## **Staff Absences**

Regular notices are emailed to update you on planned staff absences (for holidays, study or training) and any roster changes.

## **Students and Volunteers**

Students and Volunteers are welcome to work at the Kindergarten. They are required to hold a current Working with Children Check. All visiting students are supervised by staff and are not left alone with or in charge of a group of children.

## **Developmental Aids**

We have a wide range of toys, play equipment and other developmental aids. Equipment is replaced regularly and we are constantly looking for additional equipment to improve our range.

## **Lockers**

All children have their own designated and labelled locker outside of their room where they are able to store their hats, lunchboxes, bags, coats and bedding.

## **Centre Policies**

Extensive policies are documented to cover every aspect of the Kindergarten operations and are updated continuously in accordance with our commitment to continual improvement. All policies are governed by the Children's Services Act and Regulations. Our most important policies have been uploaded on to the Parent Portal. All Centre policies are available in our office for you to review at any time. Policies may not be taken off site. Throughout the year we will keep you advised of policy changes and updates.

# The National Quality Framework For Early Childhood Education And Care

Research shows that a child's experience in their first five years sets the course for the rest of their life.

In recognition of this, the Australian Government, in partnership with all state and territory governments, has made important changes to early childhood education and care in Australia to ensure that Australian children get the best possible start.

This has been done through the introduction of a National Quality Framework.

The National Quality Framework puts in place National Quality Standards to ensure high quality and consistent early childhood education and care across Australia. For more information on the National Quality Standards, see the full standard online at [deewr.gov.au/earlychildhood](http://deewr.gov.au/earlychildhood).

## National Quality Standard

The National Quality Standard helps services to provide the best possible level of early childhood education and care by being clear about the factors that best support a child's development.

It also gives services and families confidence in understanding what distinguishes high quality or excellent services.

The National Quality Standard is divided into seven areas that contribute to the quality of early childhood education and care. These areas have been identified by research and are:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements (including the number of staff looking after children)
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Under each of these areas more detail is provided about what a service can do to provide the highest quality early childhood education and care for a child.

The Kindergarten was last reviewed and has been accredited in February 2013. Our service has been awarded overall EXCEEDING NQS. We always look forward to achieving the Highest Quality of Care in each area.

For more information visit: [mychild.gov.au](http://mychild.gov.au)

# Family Involvement

## Parent Helpers

Notices are emailed regularly at the Kindergarten calling for parent helpers to participate in different activities. Throughout the year you will be invited to special cultural events and class celebrations and can volunteer to spend time in the classroom sharing a special skill or just your enthusiasm. In order to participate in our program you require a current Working With Children Check. Once you register, enter relevant information through the Parent Portal. Please liaise with your room Teacher.

## Family Social Events and Celebrations

The year is full of festive occasions. Parents are invited to join us for some of these, while others we celebrate within our groups. Social events are held a couple of times a year in order to provide an opportunity for children and staff to meet with extended families. We hope that you will join us at our Family Picnics throughout the year, for Chaggim (festivals), Grandparents and Special Friends' Kabbalat Shabbat, End of Year Celebration. The support of parents and extended family members ensure these events are highlights of our year.

## Special Occasions

### Photographs

We ask parents to fill in the photo permission field on the Parent Portal regarding photographs taken by the staff so the photographs can be displayed within the Kindergarten as well as for School promotional purposes.

### Birthdays

Children will celebrate their birthday at the Kindergarten during group time (e.g. singing songs and dancing). The children create birthday crowns or other pieces of artwork along with special cake or biscuits which will be taken home at the end of the day. Party invitations may be handed out at Kindergarten only if the entire group is invited. Otherwise, invitations must be posted.

Parents should carefully consider the day and venue of any child's birthday celebrations. The School asks that parents ensure that parties are not scheduled on Shabbat or Festivals and provide acceptable food. There is a policy with regard to social occasions which is available on the Parent Portal.

### Excursions and Special Visits

The Kindergarten organises excursions and special visitors for the children. We try to organise people or activities which are interesting and enjoyable to children, and are related to the program eg: Mobile Farm, puppet shows, wild life animals, performers and drama groups.

All details will be given to parents through emails or our notice boards, and parents are welcome to attend these special events.

## Daily Schedule and Routines

The daily schedule provides a balance of quiet and active experiences, individual and group activity, indoor and outdoor activity, child-initiated and adult-directed activity, and transitional time between activities. Care routines (eating, toileting, nappy changing, sleeping and dressing) are an integral part of the daily schedule. Our routine provides structure to our day yet remains flexible so that we can take full advantage of changing weather, special visitors, birthdays or other unexpected events. The routine is designed to promote independence, allowing enough time for children to do things for themselves and ensuring that transition between activities is relaxed and unhurried.

Centre routine is adjusted according to the age group and individual needs of the children. Please refer to a routine in your child's room.

Toileting & Nappy Changing — Please Note: If your child is not toilet trained you will have to provide nappies or pull ups. Teachers and educators will assist with the toilet training process, in consultation with parents and after children have settled in. Children always have access to the bathroom for toileting.

Nap & Quiet Time — Nap and quiet time is an opportunity for children to relax and take a break from active play. However, no child is forced to sleep and alternate quiet activities are arranged. A day at Kindergarten can be very hectic and both children and staff appreciate a change of pace at some time during the day. Please refer to Rest and Sleep Time Policy.

Children will be assisted in removing clothing. If the child does not want to remove clothing they do not have to. Quiet voices will reinforce this period, relaxing music will be played. Children are given the opportunity to choose a book or a comfort toy if they wish.

## Bedding

New bedding is supplied for all children, regardless of sleep requirements and must be clearly labelled with the child's name. In accordance with regulations, the bedding is sent home weekly to be laundered. Please note we do not provide spare bedding due to health regulations. Please discuss your child's rest requirements with the teachers and educators.

## Children's Clothing

Children are busy people. Children should be dressed in clothing that is suitable for play and activities. The clothing should be comfortable, weather appropriate and allow children the freedom to carry out the many activities, routines and tasks during the day as independently as possible and without fear of spoiling clothes.

Messy activities are part of the development program and smocks are provided for these activities, although it can't be guaranteed that the children's clothes will not get dirty. Parents can assist by dressing children in clothes that are easily washed and that can cope with the demands of an active day. Clothes that become soiled will be placed in a plastic bag ready for parents to take home at the end of the day.

Children wearing inappropriate clothing may be changed into something more suitable from their own supply or that of the Centre's, or may be unable to participate in certain activities.

If parents have specific clothing needs for their children, for health or cultural reasons, they should ensure that the staff and the child are aware of these requirements. Staff will ensure that these requests are carried out unless they deem it to be inappropriate for the child's comfort.

We recognise and respect children's choices to remove or put on clothes, unless staff believe it is unsafe and acknowledge that children vary in their sensitivity to hot and cold temperatures. Independence skills are encouraged and children learn to develop responsibility for weather appropriate dressing through discussion and education within the program.

Please refer to Clothing and Footwear Policy with more explanation about the clothing we discourage and suggested alternatives.

## Smocks

The Kindergarten provides children with protective art smocks for messy play and uses only water based paints and textures.

## Children's Shoes

Suitable footwear is essential in the Kindergarten setting. Shoes are worn at all times unless for specific activities, i.e. sensory play or music and movement sessions. Please ensure shoes are named. Open toed shoes are not permitted. Please avoid loose fitting shoes, slippers, gum boots, thongs and ill-fitting crocs are not permitted as these can be dangerous when running/ climbing/ dancing.

## **Spare Clothes**

All children are required to bring several changes of clothes every day (including socks and underwear), in case of accidents or messy play. All clothing should be clearly named (full name or first name plus initial). The Kindergarten has a supply of spare clothes for emergencies, however many of the children do not feel comfortable wearing clothes that are ill-fitting or not their own so please bear this in mind. If Centre clothes are sent home on loan, we ask that you launder and return them promptly.

Your child's spare clothes should be sent each day in a named bag/ back-pack and placed on the hook in your child's room.

## **Sunscreen**

Parents should apply sunscreen on the child's arrival at the Kindergarten. You can use the sunscreen supplied by the Kindergarten or supply your own in case your child has a skin allergy or high sensitivity. Personal sunscreen should be labelled with your child's name and left with the staff.

## **Sunsmart Clothing**

Children who are not dressed in suitable sun-protective clothing will be required to play in designated shaded areas only. Clothing should cover as much skin as possible. Singlets or strappy dresses do not offer protection and are not recommended.

## **Hats**

Parents should provide each child with a legionnaire hat which is kept at the Kindergarten. These are worn outside during Terms 1 and 4. During the colder months of Terms 2 & 3 you are welcome to send a warm hat/ beanie with your child for outdoor play. Sun protection will be observed all year around.

## **Toys from Home**

We discourage children from bringing their own toys to the Kindergarten. The exception is one soft toy or comforter per child to be used at sleep or rest time which should be labelled with the child's name. In situations where a child may feel unsettled or sad we can give them their soft comforting toy.

The Kindergarten provides a large range of educational toys and equipment for children's programs.

Sharing can be an issue with young children and arguments may arise over personal toys or they may get broken or lost. Staff will let you know when your child can bring a toy along for a 'show and tell' session.

On some occasions children bring inappropriate objects to the Kindergarten, such as coins, small sharp toys, valuables, small jewellery, chains and necklaces, lipstick, nail polish etc. These items could be hazardous for themselves and others.

Persuading children to leave a favorite toy at home when you are in a hurry can be difficult and frustrating at times. If you have been unsuccessful, ask staff for assistance when you arrive. The burden of responsibility for any toys/ property sent to the Kindergarten remains with parents.

# Drop Off and Collection of Children

## Attendance Register

It is a legal requirement that children are signed in and out of the Kindergarten each day. A tablet for electronic sign-in is kept in each room. Please take care to announce your arrival and departure to staff on duty. For legal and security reasons children must be signed in if parents are leaving the building. Please ask staff for assistance if you, or anyone bringing or collecting children, has difficulty signing in/out electronically.

## Morning Drop Offs

Please keep drop offs quick to avoid distressing your child or other children whose parents have just left. Say 'goodbye' to your child, give them a hug or kiss, tell them that you will be back soon, and leave. It is easier on you and your child if you are firm with this; hesitation such as starting to leave and then coming back may cause uncertainty and confusion. If you are concerned at any time after drop-off you are welcome to call the Kindergarten for an update on how your child has settled in.

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

## Departure

Allow at least 10 minutes for the staff to tell you what he/she has been doing and give you any other information on planned activities.

Parents need to check their child's locker for completed activities ready to go home.

Please check your child's locker and bag before leaving the Kindergarten. If any items are missing please check with the educators. It is much easier to locate a lost item on the day, than at a later date.

If you realise that you will not be able to collect your child at the usual time, please phone us. This allows us to explain the delay to the child.

If you are going to be very late it may be preferable to make arrangements for one of the people nominated on the enrolment form to collect the child.

Parents must be aware of the danger your child faces if they walk/run out of the front door when you are leaving the Kindergarten and in the car park. Please ensure that when you open the gate that you are holding your child's hand.

Parents are responsible for their child's care and welfare once they have removed the child from the activity room at pick up time.

## Authorised Collections

When signing in your child, please advise educators in the room when your child will be collected and by whom. If during the day collection arrangements change and the child will be collected by someone other than a person listed on your Child Collection Authority form, please leave a message by phone or email. You will always be called if an unauthorised person arrives to collect your child, or an authorised person arrives whose identity cannot be established.

## Collection by Either Parent

Children will be allowed to leave with either parent, whether or not they were listed in the Attendance Book that day, unless a court order is on file.

## Collection by Siblings

Children will be allowed to leave with any sibling over the age of 15, provided they are listed on the Child Collection Authority in your enrolment form.

## Collection by Emergency Contact Persons

Only people you nominate in writing will be able to collect the child. Where we do not know one of your nominated people we will ask for ID. This must match the name and address you have given us. We will be signing the child out for them, and you will require to confirm it next morning when signing in electronically.

## Late Pick Ups

The Kindergarten closes at 5.30pm Mon – Thur and at 5.00pm on Fri. If you arrive after this time you will be asked to counter sign a late collection form. Applicable penalty fees will be added to your next monthly statement.

Two staff members will remain with any uncollected child.

## Admission before 7.30am

Children cannot be accepted before 7.30am. This is a licensing and insurance requirement.

## Emergency Contacts

As part of the enrolment process we require you to nominate 2 emergency contacts. These people are not authorised to collect the child (unless you have also approved this in writing) but they may be able to help in an emergency if we are unable to contact you.

## Food

The School's Kashrut Policy can be found on the Parent Portal.

We aim to facilitate the child's development of independence through self-help skills and routines.

To this end we suggest lunches be brought to Kindergarten in lunch boxes, easy to open and clearly named as well as a clearly named drink bottle of water. For safety reasons, no plastic bags please.

A morning snack , milk, water and fruit is provided by the Kindergarten.

When preparing children's lunches, give consideration to nutrition and care of teeth. We believe that now is the time to develop and encourage healthy eating habits. No lollies, chocolates, cakes, sweet biscuits, fruit juice or sweetened drinks, or any kind of chips should be brought to school. The only exception to this is on special occasions such as birthdays, when children are allowed to celebrate with a special birthday cake that will be baked at the Kindergarten. Please refer to Nutrition and Beverages Policy.

Please provide a healthy snack for afternoon tea every day. Cheese, yoghurt, dried fruit is acceptable, but due to allergies NO PEANUT PRODUCTS please. Parents are not permitted to enter the kitchen areas. If assistance required, please see staff.

## Health & Safety

### Medical, Allergy and Dietary Requirements

The King David School Kindergarten has a strict illness policy, a summary of which is provided to parents on the Parent Portal. If a child is ill, parents or the emergency contact person/s will be notified and expected to collect the child. If no response is received or no reasonable arrangement put in place, the parent will be reported to the appropriate authority.

It is vital that the parents of children who have a history of febrile convulsions provide a Care Plan completed by their doctor which must be updated annually. Should any changes occur it is essential that the Centre be notified immediately.

Parents are obliged to pay for medical costs that may occur during an emergency.

If your child has an allergy it is essential that the appropriate form is completed no later than the first settling/orientation session. If your child has Anaphylaxis an Anaphylaxis Management Plan completed by their doctor must be provided to the Kindergarten along with the Risk Minimization Plan which will be completed by the staff in consultation with parents. Appropriate medication including an EpiPen is to be provided. It is vital that allergy details be updated in writing if there is any change.

If your child has been diagnosed with Asthma it is essential to provide a Asthma Management Plan completed by their doctor along with the Risk Minimization Plan which will be completed by the staff in consultation with parents. This needs to be updated annually or if there is any change.

If a child's medical condition or dietary requirements change, the Kindergarten requires immediate verbal and written notification of such matters. Medical, Allergy and Dietary forms are available on request.

## Illness Management

The Kindergarten is not equipped with separate facilities and staff to care for children who are unwell. Parents are expected to keep sick children at home to ensure a healthy environment for all. Please refer to Infectious Diseases and Illness policy on the Parent Portal.

Symptoms include: Fever, Diarrhoea, Vomiting, Conjunctivitis, School Sores, Cold Sores, Head Lice, Rashes, Spots, Swelling, Weeping Sores and Nose/ Ears Discharge.

## Sending Children Home

When children become unwell whilst at the Kindergarten, staff will contact parents to discuss their concerns and will require the children's collection if they display symptoms as per the Symptoms above. The decision to send a child home is never made lightly, and educators draw on many years experience, and may consult with one another, before a parent is called or a child turned away upon arrival. Sick children will be isolated from the group until your arrival.

## Returning after Illness

A copy of the Table of Symptoms will be given to you if you are called in to collect your child indicating when you can return to the Kindergarten. Please understand that by bringing your child back to the Centre any earlier, staff are placed in a very uncomfortable position when having to send your child back home (unless you have a Doctor's Certificate specifying they are able to return).

## Sick Siblings

If you must visit with sick siblings, please make drop-offs quick and supervise to ensure your sick child is not in contact with other children or Centre staff.

## Infectious Disease

If your child is diagnosed with an infectious disease, you are required to notify the Kindergarten immediately to enable us to implement extra infection minimisation strategies and advise all families, especially pregnant parents or team members, as the consequences of some infectious diseases can be severe. Your child will be excluded from care for the minimum period set by the Victorian Health Department and notice of the infectious disease placed at the Kindergarten entrance. Infectious diseases include: chicken pox, measles, whooping cough, meningococcal, diphtheria and mumps. We are no longer enrolling children who are not immunized as per Government policy.

## Prescription Medication

If your child requires medication you will need to complete a Daily Medication Authority Form with clear instructions of what dosage is required and when. Dosages are checked by two staff members before being administered. On pick up you will need to check with educators that your instructions were followed correctly. If someone else is picking up your child please ensure that you have notified them of this requirement.

## Non-Prescription Medication

Non-prescription or naturopathic medication needs to be accompanied by a letter from a doctor or naturopath if it is to be administered for more than three consecutive days.

## Storage of Medication

Medication must be supplied in the original container with a valid expiry date and name of the child. Please hand medication directly to staff and never leave in a bag/ locker. Medication will be stored in the medication box or in the fridge as required throughout the day. Please note that medication provided by the parents on daily basis will not be stored over night at the service and must be collected by the end of the day.

## Children's Panadol

If your child is hurt or develops a fever, you will be called to collect your child within 30 minutes. Please note Panadol is not provided by the Centre.

## Accidents

Even in the safest environments accidents do happen. Staff members with First Aid training are on duty at all times. If your child is involved in any accident you will be asked to sign off on an Accident Report that records how the injury occurred and how it was treated. If the accident involves the area above the shoulders you will be notified immediately by phone. If an ambulance is needed, a staff member will remain with your child until your arrival (travelling in the ambulance if necessary).

## **Fire Drills & Evacuations**

If an emergency evacuation is required and we are unable to return to the Centre you will be contacted to collect your child. An evacuation procedure manual (DISPLAN) is displayed throughout the Kindergarten and we conduct an evacuation and containment drills once a term. If you are at the Centre during a drill please follow staff instructions. Written notification will be given of the occurrence of evacuation procedures being practiced in the Kindergarten.

## **Security**

The King David School contracts security to a private company and every effort is made to ensure that the guards provided have a high degree of familiarity with the school community and up to-date security information. The security company has a presence at each of our campuses –both discreet and obvious. Guards are on duty at the main gates in the morning and afternoon and visitors may be required to show photo identification. Part of their role is to check all buildings thoroughly before and after use.

## **Car Park**

The Kindergarten has designated parking spots available for short 10 min parking during drop off and pick up times in the underground car park which is located on 373 Dandenong Rd. Please follow car park signs and rules.

## **Cleaning**

A professional cleaning service is engaged to clean the Kindergarten each night. A daytime cleaning routine in the children's areas is also implemented by staff during the day.

## **Hand Washing**

Posters and signs are placed throughout the Kindergarten to remind staff and children when to wash hands and how to do so correctly. Hands are washed regularly and always: after toileting, before and after meals, after handling rubbish or animals, and after playing outside.

# General Information

## Personal Information

The National Law and National Regulations require to have on record for each child the phone numbers and addresses for home, business, family doctor and emergency contact people. Parents are requested to update information via the Parent Portal and to notify staff of any changes to their child's records, for example, change of address, change of work or home phone number, medical conditions, immunisation, custody orders, allergies, etc. In an emergency, details which are not current make contact with you difficult or impossible and may cause your child, you or us undue distress. Illegible or incomplete paperwork will be returned and your child may be unable to attend until completed correctly.

## Class Lists

Class lists are available through the Parent Portal. If your details change, please let us know so we can update the list and advise families. Details published are as per the Class List Authority in your enrolment form.

## Notification of Absences

Please let our office know by phone, email or in person if your child will be absent for any reason. This ensures that we do not worry, allows us to adjust group activities if necessary, and enables us to help other families who need extra casual days.

## Fee Statements

Fee Statements are distributed by email on a regular basis. The Kindergarten does not issue individual reminders to pay. For more information please contact the Finance Department on 9527 0112.

## Parent Feedback

We appreciate your feedback on all aspects of our program and service.

## Complaints

If you have any grievances about the care, protection and/or safety of your child, please raise it with the staff member in your child's room, then the Kindergarten Director or, if necessary, the Principal of The King David School. All complaints are managed with discretion. If you do not feel that complaint has been adequately addressed after discussions with the relevant staff member/s, you may wish to contact the Department of Education and Training on 8765 5600.

**Junior and Senior Kindergartens**  
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THE KING DAVID SCHOOL



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