

The King David School

Early Learning Centre Information Handbook



THE KING DAVID SCHOOL



Modern | Thinking | Judaism

Contents

Welcome to The King David School Early Learning Centre	2
Transition	3
Information for Parents	4
Early Learning Centre Age Groups	5
Enrolments, Attendances and Absences Information	6
Special Occasions	8
Staff and Facilities	10
The National Quality Framework for Early Childhood Education and Care	12
Family Involvement	12
Daily Schedule and Routines	13
Drop off & Collection	15
Food	16
Health & Safety, Medical, Allergy and Dietary Requirements	17
General Information	19



Welcome to The King David School Early Learning

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 Early Learning Centre (ELC) values all aspects of Judaism, combining modern customs with traditions which encourage Jewish identity through daily blessings, learning the Hebrew language, songs, dances, and celebrating Shabbat and festivals. We celebrate the diversity of our Australian culture, acknowledging the country's history while embracing our Jewish, multicultural and indigenous heritage.

'To Know and Understand', our School's motto, sits at the heart of all we do. As an ELC that is established on the principles of inclusion, egalitarianism and social justice, we value thinking and we challenge our learners to know and understand themselves and their place in the environment.

We recognise children as unique individuals, who are naturally capable and curious learners. We understand the importance of play in children's learning and provide opportunities for both structured and unstructured play, indoors and outdoors. Through play, children learn to navigate relationships, develop their communication skills, regulate their emotions and be creative and critical thinkers.

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

Early Years is a special time in a child's life. We are committed to a high quality 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.

Marina Gnatyshina
Director of Early Learning

A Smooth Transition

At The King David School Early Learning Centre we endeavour 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, our programs are complemented by our use of our Junior School facilities. Throughout the year, all children have access to specialist Hebrew, Music, Sport, Mindfulness, Philosophy and Library classes. The value of this positive link with our Junior School is affirmed by the smooth transition of the children into Prep - an environment that already has so many positive associations for them.

Upon acceptance of your enrolment by the Admissions Office, the Director of Early Learning 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 Centre 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.

Orientation Process

Child/parent play

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

Partial Childcare Session

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

Staff discuss visit with parents. Please note when you sign your child in using the app, this will automatically become your first booked day and you will be charged for a partial childcare session.

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

Smooth Morning Drop-Off

Children are extremely intuitive and feed into their parents' emotions. Therefore, it is important for all parties to remain as calm as possible during the morning drop-off. Our Teachers and Educators will guide you through this process, greeting you and your child each morning and assisting you where needed.

The morning routine when entering the Centre consists of unpacking your child's lunch and clean bedding for the week, signing in and finding an activity to engage your child in the program. During this time it is important to reassure your child verbally and be as calm as possible.

Our Educational team insists that all parents must say goodbye before leaving the room. If you sneak out without saying goodbye this can leave children with anxiety and dismay, as they do not know where you have gone.

If and when your child does cry, please try and remain calm and know that it will pass. The longer you stay and engage with your child during this time, the longer they will remain upset. We suggest you say goodbye with a kiss, cuddle and exit the room. An educator will assist you with this process and call you once your child has settled.

Children settle in multiple ways and we respect your child's right to guide us during this time. Some children prefer to comfort themselves unassisted without physical touch, such as a hug. Educators will provide verbal reassurance during these times, continuing to reach out to your child while allowing them the time to self soothe.

Please find reassurance in knowing that our educators are here to support and guide you and your child during this process.

In summary, all children react differently when they start childcare. Separation from parents can be 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 new experiences.
- Initially leaving their child for short periods of time.
- Being confident themselves (if parents are anxious they can easily influence the way a child feels).
- Ensuring that their child has his/her special "security object"
- Always telling their child when they are going and that they will be back.
- Discussing any settling difficulties their child is having with the teacher.
- Helping their child establish an attachment to staff members.

Information session for Parents

As part of our commitment to working in partnership with families, we have a number of opportunities available:

- Pre-entry meeting
- Orientation information session
- Parent education sessions

Parent / Teacher Meetings

Meetings with Junior and Senior Kindergarten teachers are scheduled throughout the year and you will be notified of these times as required. If you would like to discuss a matter at any other time, please contact your child's educator/teacher via email. The morning drop-off and pick-up times are very busy and it is often difficult for the educational team to discuss or hold in-depth conversations at these times.

Early Learning Centre Age Groups

Pre-Kinder group – for Children under the age of 3

For this group, we offer a nurturing environment with an age-appropriate educational program delivered by a qualified educational team. Our educators support children with their sleep and rest needs as well as their emotional needs when separating from parents and family. The exact age range of this room will vary year to year depending upon demand. The program will always offer an exciting and diverse array of opportunities for all children. Opportunities for safe risk taking begin here with experiences based on children's interests and abilities. A part-time option is also available and children can be enrolled for either 2, 3, 4 or 5 days per week.

Junior Kindergarten – 3 and 4 years old

Junior Kindergarten is for children aged 3-4 years and, for some children, it is their first experience in an educational program. Our goals are to ensure a smooth transition from the Pre-Kindergarten environment and we encourage holistic development through hands-on experiences and rich meaningful play. Hebrew, Music and Sport are presented to children in a flexible, informal setting. Junior Kindergarten classes have the option of long day care hours or Kindergarten hours only. A part-time option is also available and children can be enrolled for either 3, 4 or 5 days per week.

Senior Kindergarten – 4 and 5 years old

Senior Kindergarten is for children aged 4-5 years and completing their early childhood education before entering the Junior School. The program continues our play-based curriculum, with an increase in teacher-led experiences including formal Hebrew classes, Music, and Sport. The curriculum emphasises the development of executive functioning skills and dispositions for learning to foster thinking skills, investigation and collaboration with others. Senior Kindergarten classes have the option of long day care hours or Kindergarten hours only. A part-time option is also available and children can be enrolled for either 3, 4 or 5 days per week.

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.

ELC Hours of Operation

Pre-Kinder Daily Hours

7.30am – 5.30pm	Monday – Thursday
7.30am – 5.00pm	Fridays during Term 1 and Term 4
7.30am – 4.30pm	Fridays during Term 2 and Term 3

Kindergarten Program Daily Hours

8.30am – 3.15pm	Monday – Friday
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Kindercare and Kindercare Holiday Program Daily Hours

7.30am – 5.30pm	Monday – Thursday
7.30am – 5.00pm	Fridays during Term 1 and Term 4
7.30am – 4.30pm	Fridays during Term 2 and Term 3

Please Note

The ELC will close earlier (4.30pm) on Fridays during Term 2 and Term 3 to accommodate the earlier start to Shabbat in the Winter months.

A late fee may be charged if children are not collected on time. Please see below.

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 myKDS.

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 contact's details added to the student information section on myKDS and Xplor. These details are checked against photo ID upon arrival at the Kindergarten.

Termination of Enrolment

Two Terms' notice is required in writing to the Admissions Office to terminate an enrolment. If adequate notice is not given, two Terms' fees may be charged.

The King David School ELC 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 Education 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 ELC.
- 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 myKDS or our website.

Hours of Operation/Late Fees

The King David School ELC is open Monday to Thursday from 7.30am – 5.30pm, 7.30am – 5.00pm on Fridays and till 4.30pm during Term 2 and 3 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 myKDS. A late fee of \$30.00 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. For more information, please refer to the Fee Schedule and Delivery and Collection of Children Policy on myKDS.

Fees

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

1. Attendance Fees
2. Security Levy

Attendance Fees

Attendance fees are billed weekly.

Security Levy

Security Levy is billed once per term, per child.

Funded Kindergarten

Children must not be enrolled in another funded kindergarten program at any other early childhood service.

Your child can only be funded for a Kindergarten place at one service at any one time. Only one year in Junior Kinder and one year in Senior Kinder is funded (unless your child is assessed as being eligible for a second year of Four-Year-Old Kindergarten by your child's Kindergarten teacher).

Child Care Subsidy (CCS)

The King David School Early Learning Centre is an approved child care service. The CCS is available to help with the cost of Childcare with the exception of Jewish Holidays. The King David School ELC 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.

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.

All Xplor primary contacts (CCS applicants) have online access to their statements through their Xplor home accounts, myxplor.com and the Xplor Home app.

Immunisations

No Jab. No Play.

From 1 January 2016, by law, parents/guardians seeking to enrol their child at The King David School ELC will be required to provide an Immunisation History Statement that shows the child:

- is up-to-date with vaccinations for their age OR
- is on vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

To obtain a copy of an Immunisation History Statement for your child, contact Medicare on either:

1800 653 809

- email acir@medicareaustralia.gov.au
- visit the Medicare website; or
- visit your local Medicare office.

If your child has a medical reason that they cannot be vaccinated, an Immunisation Exemption Medical Contraindication form will need to be obtained from Medicare (available for download from www.medicareaustralia.gov.au/online) signed by a GP, and provided to The King David School Admissions Department at time of enrolment.

If your child is not up to date with their vaccinations, please see your doctor or local council to discuss a catch-up schedule of vaccinations.

A grace period applies to certain families in some circumstances — please discuss with the Admissions Department

Overseas immunisation records will not be accepted. Children who were vaccinated overseas must attend a doctor/immunisation nurse to have their overseas immunisation record assessed and will be offered immunisation as required. You will need to provide The King David School with an immunisation status certificate before your child can attend the ELC.

When your child is turning 18 months or 4 years old, please make sure that your child has some booster injections as per Immunisation Schedule. <https://www.health.gov.au/resources/publications/national-immunisation-program-schedule-portrait>

An Updated Immunisation History Statement is to be uploaded on your child's profile through myKDS.

For more information regarding Victorian Government's No Jab No Play, please refer to the Better Health Channel website:

www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

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 ELC beyond 42 days may affect the amount of paid Child Care Subsidy entitlements. The 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: full fees are payable for all the above mentioned absences.

The Director of Early Learning must be advised of all planned absences in writing or by email. Please complete an online Absence Notification Form which is located on myKDS.

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 the CCS applies.

Please notify The King David School by completing an online Absence Notification Form (which is located on myKDS) 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

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 a 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

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 Director of Early Learning. 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 Director of Early Learning or Second Person in Charge in her absence.

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

As the ELC 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 ELC is closed for summer break from mid-December and reopens in the second week of January. 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 ELC can be closed for a short time over Pesach, Rosh HaShanah, Yom Kippur, Sukkot and Simchat Torah. We recommend that families carefully refer to the School calendar for when the ELC is closed for the Jewish festivals.

Attendance fees will not be charged during Temporary ELC closure due to Jewish Holidays. The CCS is not payable for those days.

Personal Holidays

There is no discount or fee reduction for family holidays.

Policies & Procedures

All ELC policies and procedures are located on myKDS.

Communication

myKDS and emails are our preferred communication tools. This includes Program reflections, Notices, Term Plans, and Kindercare Programs. 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 staff across the ELC. Opportunities are provided for our 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 Early Years' educational team is passionate about your child's happiness and education and provides a safe, nurturing environment that cultivates self-esteem. Our educational team is dedicated to developing your child's learning potential and is 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 ELC 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 Centre.

Minimum Staff to Child ratio is as follows:

Children over 3 years of age:

1 Teacher / Educator to every 11 Children.

Children under 3 years of age:

1 Educator to every 4 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 endeavour is made to use the same relief staff when possible, so they are known to the children.

Staff Breaks

Our rosters include morning tea and lunch breaks. 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 8.15am, or between 11.40 – 2.30pm and after 3.30pm. Parent meetings (in-person or by phone) may be scheduled during these times. During planning time, our Supporting Qualified Educators replace the primary 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 ELC and our Bush Kinder. 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 a 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 ELC operations and are updated regularly 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 onto myKDS. 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 has put the National Quality Standard in place to ensure high quality and consistent early childhood education and care across Australia. For more information on the National Quality Standard, see the full standard online at deewr.gov.au/early-childhood.

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.

Our Early Centre was last reviewed and accredited in June 2018. 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: www.mychild.gov.au

Family Involvement

Parent Helpers

Notices are emailed regularly calling for parent helpers to participate in different activities, including our Bush Kinder. 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 have a current Working With Children Check, please enter this into myKDS. To get involved, 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, and our 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 via the Student Information Update at the end of each year regarding photographs taken by the staff so the photographs can be displayed within the ELC as well as for School promotional purposes.

Birthdays

Children will celebrate their birthday at the Centre during group time (e.g. singing songs and dancing). The children create birthday crowns or other pieces of artwork along with cupcakes or biscuits which will be taken home at the end of the day. Party invitations may be handed out at Centre 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 myKDS.

Excursions and Special Visits

ELC organises excursions and special visitors for the children. We try to organise people, experiences or activities which are interesting and enjoyable to children, and are related to the program e.g.: Mobile Farm, puppet shows, wild life animals, performers and drama groups. Excursions include bush and beach kinder, mindful walks, Lego land, Bunnings, and MOPA.

All details will be given to parents through emails 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 we will provide nappies or alternatively you can supply 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. Our day can be very hectic and both children and staff appreciate a change of pace at some time during the day. Please refer to our 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 and meditation practices will be introduced to the children. Children are given the opportunity to choose a book or a comfort toy if they wish.

Bedding

New bedding is supplied by the School for an additional cost for all children, regardless of sleep requirements, and must be clearly labelled with your 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 childrens' 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 waterproof 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 we 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 our Clothing and Footwear Policy for more information about the clothing we discourage and suggested alternatives.

Smocks

The ELC provides children with protective art smocks for messy play and uses only water-based paints and textas.

Children's Shoes

Suitable footwear is essential in the Early Years' 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 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). We keep a small supply of spare clothes for emergencies, however many children do not feel comfortable wearing clothes that are ill-fitting or not their own, so please keep 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/ backpack and placed on the hook in your child's room. As we no longer have plastic bags in place, please provide a waterproof draw string bag which can be kept permanently in your child's backpack in case of soiled garments.

Sunscreen

Parents should apply sunscreen onto your child upon arrival to the Centre. You can use the sunscreen supplied by ELC 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 Centre. These are worn outside during Terms 1 and 4. During the colder months of Terms 2 and 3 you are welcome to send a warm hat/ beanie with your child for outdoor play. Sun protection will be observed all year round and is required once the UV level reaches a 3 rating.

Toys from Home

We discourage children from bringing their own toys to the Centre. 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 ELC 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 Centre, 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 responsibility for any toys/ property sent to the Centre 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 ELC each day. A tablet for electronic sign-in is kept at the entry to the Centre. 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 bag (and locker) 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 your 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 your 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 your 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 your 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 your child out for them, and you will be required 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. 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 two emergency contacts. These people are not authorised to collect your 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 myKDS.

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

To this end we suggest lunches be brought to the ELC in plain lunch boxes that are easy to open and clearly named. Children should also have a clearly named drink bottle of water. For safety and compliance with our sustainability policy, no plastic bags or packaged food please.

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

When preparing children's lunches, please 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. Nutritious lunches (designed for young children) can also be ordered through the school tuckshop during term times on a user-pays basis. To ensure a varied and nutritious menu, our cooks plan meals based on the guidelines from Nutrition Australia. The only exception to this is on special occasions such as birthdays, when children are allowed to celebrate with special birthday cupcakes baked at the ELC. Please refer to our Nutrition and Beverages policy.

Please provide a healthy snack in a separate labelled container for afternoon tea every day. A late snack in another container is also recommended for children using extended hours care. Cheese, yoghurt, dried fruit are acceptable, but due to allergies **NO PEANUT PRODUCTS** please. Parents are not permitted to enter the kitchen areas. If assistance is required, please see staff.

Health & Safety

Medical, Allergy and Dietary Requirements

The King David School ELC has a strict illness policy, a summary of which is provided to parents on myKDS. 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 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 ELC along with the Risk Minimization Plan which will be completed by 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 are any changes.

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 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 ELC is not equipped with separate facilities and staff to care for children who are unwell. In accordance with the School's Illness Policy, if your child is unwell it is expected that your child stays at home so they can rest and recover quickly, and to help minimise the spread of infection to other children and staff. Please refer to the Infectious Diseases and Illness policy on myKDS.

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 fall ill, appear unwell and/or are not coping with the activities of the day while in our care, staff will contact parents to discuss their concerns and will require the child to be collected if they display symptoms as listed above. The ELC has a legal responsibility to help manage infectious diseases (including but not limited to a temperature of 37.5 degrees and over, diarrhoea, vomiting) and support the prevention and control of disease transmission. As part of this, we are required to follow the Dept of Education and Early Childhood Development's regulations regarding exclusion/absence from the ELC if a child has contracted an infectious illness. 24 to 48 hours of clearance time is required before your child returns to the ELC, clear of any of the symptoms outlined above. The decision to send a child home is never made lightly; our educators draw on many years of experience and may consult with one another before a parent is called or a child turned away upon arrival. Please ensure you are contactable throughout the day. In the event that parents/guardians cannot be contact, we will contact your child's authorised emergency contact as per the details provided in the ELC Enrolment form. Sick children will be isolated from the group until they are picked up. A list of common infectious diseases and their exclusion periods is available from the Victorian Health Dept's website: www.health.vic.gov.au/infectious-diseases/disease-information-and-advice. If your child contracts an infectious illness/disease, please inform the Director of the Early Learning Centre or your child's teacher. All parents will be notified of any occurrence of an infectious disease or head lice within the ELC.

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.

COVID-19

If your child is displaying symptoms of COVID-19, please keep them at home. If your child tests positive for COVID-19, they must not attend the Centre for at least five days from the day of the test. After five days, children may return once they no longer have symptoms.

Infectious Disease

If your child is diagnosed with an infectious disease, you are required to notify the ELC 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 ELC 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 it 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 and your child might need to be taken to a doctor for a check-up. 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 ELC and we conduct evacuation and containment drills once per 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 ELC.

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 the guards' role is to check all buildings thoroughly before and after use.

Car Park

Parking permits are allocated to families each year. You must display the permit to enter the carpark. Please note that cars can only enter and exit one at a time. Parents must turn left into the first left hand lane when exiting and not wait to cross lanes – this holds up the flow of cars. When walking in the car park, parents must hold hands with their children and use the marked walkways around the perimeter of the car park. Please do not park in the Disabled Parking spot unless you have the authorised disabled sticker on your car. ELC parents may only park in designated

spots – marked in blue. If there are no spots available, parents are required to park in a side street. Waiting for a spot causes great congestion. Parents may only park for 10-minutes for pick-up and drop-off – if you want to stay longer please park in the side street.

Cleaning

A professional cleaning service is engaged to clean the ELC 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 ELC 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 us to have on record for each child the phone numbers and addresses for home, business, family doctor and emergency contacts. Parents are requested to update information via myKDS 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 myKDS. 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 ELC know by phone, email, in person or by completing the online Absence Notification Form on myKDS if your child will be away 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

All Xplor primary contacts (CCS applicants) have online access to their statements through their Xplor home accounts (home.myxplor.com). The ELC does not issue individual reminders to pay. For more information please contact the Finance Department via email on accounts@kds.vic.edu.au or by calling 9527 0110.

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 ELC Director or, if necessary, the Principal of The King David School. All complaints are managed with discretion. If you do not feel that a 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.

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THE KING DAVID SCHOOL



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