



# Welcome to KTC Early Learning Centre

Parent information Booklet



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# Director's welcome

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## Welcome to the KTC Early Learning family!

The Management and Educators of KTC Early Learning warmly welcome you to our centre which we hope becomes a second home for you and your child.

We trust that the time your child spends with us will be a happy and fulfilling experience.

Our aim is to educate and encourage a "love for learning" in the developing young child's important formative years before school.



We are fortunate to have a wonderful team of qualified and dedicated staff who perform as an effective and harmonious team where they show genuine love, care and consideration for all the children in our care.

We believe in working in partnership with the parents and respect everyone's contribution to the school and we look forward to partnering with you, in creating the very best opportunities, fun-filled moments and precious memories that will remain with your child for many years to come.

**"Happy children make Happy parents."**

We believe that all children have a right to experience a high-quality program and we endeavour to do this everyday at KTC Early Learning.

We are proud of our program, which combines both Jewish and General Studies on a daily basis. Our motto, LIVE IT - Ki Heim Chayenu, is the essence of KTC Early Learning. Ki Heim Chayenu: because they (the Torah & mitzvos) are our life.

**"It takes a village to raise a child."**

- Nigerian proverb

# Centre Philosophy



## Children are unique and need to be:

- Heard
- Curious
- Treated with respect
- Safe, secure and nurtured
- In a stimulating and engaged environment



Play Based

KTC  
Early Learning  
Philosophy

## We want our children to feel:

- KTC is their second home
- They belong to this community
- They have connections with their educators, peers and school



Child Centered

## We believe children should develop:

- A strong sense of identity and wellbeing
- A love for learning
- A strong sense of Jewish identity and embrace their heritage and culture



## We value:

- Your child
- Your child's voice
- Partnerships with our families
- Our team of educators





# General Information

The Carl Rose Early Learning School (CRELS) and KTC Education and Care Centre (ECC) are securely located at the Kesser Torah College campus in Dover Heights.

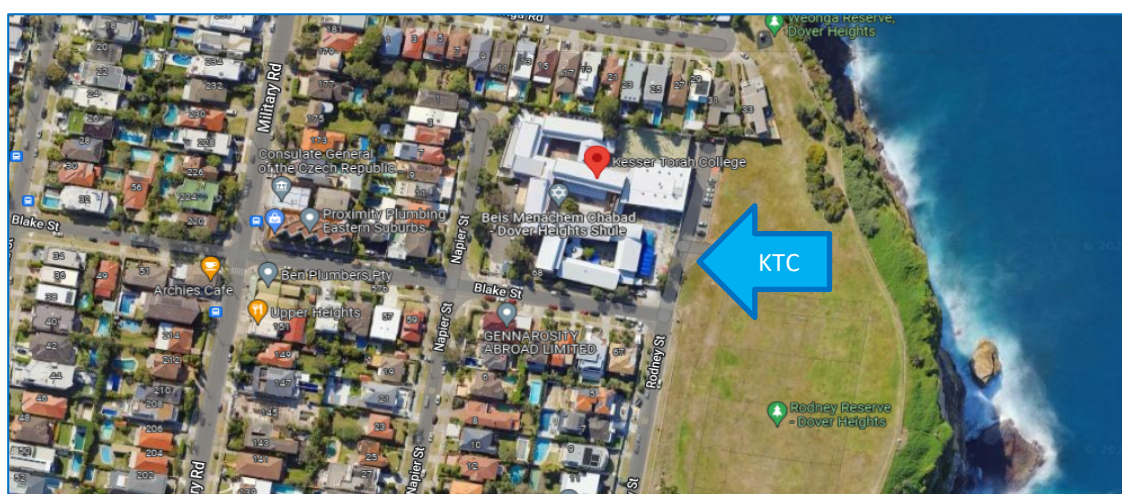
Both centres cater for Jewish children with uniquely designed programs starting from ages 9 months - 3 in the CRELS and progressing to the ECC for children ages 2.5-5.

The children are nurtured and supported through high quality programmes and stimulating environments.

| KTC Early Learning Centre |  |
|---------------------------|--|
| <b>Location</b>           | 68 Blake Street (Cnr Blake & Napier Streets)<br>Dover Heights NSW 2030   |
| <b>Age</b>                | Children aged 9 months to 5 years  |
| <b>Director</b>           | Lesley Shneier   |
|                           | Phone: (02) 9301 1128  |
|                           | Email: <a href="mailto:lesley.shneier@ktc.nsw.edu.au">lesley.shneier@ktc.nsw.edu.au</a>  |
| <b>Hours of Operation</b> | Monday to Thursday 8.00am to 5.00pm  |
|                           | Friday 7.30am to 3.30pm  |
|                           | Other Some early closures apply for Jewish Festivals, these are published in our Circulars, Newsletters and posted on Storypark. |

Children ages 9 months – 4 are offered part time and full-time placements.

Children ages 4 – 5 are encouraged to attend full time.



## Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (EYLF or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the new national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in New South Wales (NSW).

To contact our Regulatory Authority, please refer to the contact details below:

NSW Early Childhood Education and Care Directorate

Department of Education and Communities

Website: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

Phone: 1800 619 113

Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Postal: Locked Bag 5107  
PARRAMATTA NSW 2124

## Education, Curriculum and Learning

We will be following the Early Years Learning Framework (or other Approved Framework) as per our Education, Curriculum and Learning Policy.

All Educators at our Service are trained and experienced in areas of early education and care. Due to our high standard and commitment of our Educators, we are able to provide developmental and educational programs for each group of children. We will use the relationships children have with their families and communities to build the curriculum, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

The Educators will develop a daily program, observe the children in their care and plan their programs around the needs and interests of the children.

## Early Years Learning Framework Learning (EYLF)

### Learning Outcomes:

#### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

#### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

### **Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

### **Outcome 4: Children are confident and involved learners**

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesizing, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### **Outcome 5: Children are effective communicators**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

We are continually working on our Self-Assessment which highlights our strengths as well as the areas we would like to improve. If you would like to view this working document- please let me know. We also welcome your feedback and suggestions.

## **Our Policies**

All our policies are available in the ELC office and are available at any time should you request to view them. The required policies as per the regulations can be found on the Storypark app. Please feel free to request and comment on our policies at any time.

## **Regulations**

A copy of the National Law and Regulations is available in the office should you require any further information.

## Grievances, Complaints and Feedback

If for any reason you are not happy with the Service's level of care or care environment we want to know immediately. You can discuss this with myself, the Educators or a formal written letter. When any matter is raised the Service will be following our Grievance Procedure Policy. Positive feedback is most welcome too.

## Housekeeping

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**1. Arrival:** The Centre opens at 8.00am.

- Importantly, to best benefit from our educational program, ensure that your child arrives to school by 9:00am as the Jewish Studies program commences at 9.00am.
- Our policy is that no child is permitted to arrive later than 10.00am. The late arrivals create confusion for your child, disrupts the class program which in turn distracts the other children. Consistency to the day's routine creates a positive flow to the day.
- Teachers request and appreciate advance notice of your child's intentional late arrival to class due to preorganised family events or appointments.

**2. Pick Up:** Monday to Thursday we close at 5pm and Friday we close 3.30pm.

- Please do not enter the premises before 8:00am (Mon to Thurs) and 7:30am (Fridays) as our license and insurance policy stipulates our operating hours as 8:00am-5:00pm Monday to Thursday and 7:30am to 3:30pm on a Friday.
- In the case that you require to speak to your child's teacher at the end of the day, please ensure that you arrive earlier than the closing time to allow enough time to exist the premises by 5:00pm.
- Acknowledge and respect that our staff may have after work responsibilities. Therefore, be punctual to pick up your child from the service each day. If your child is collected from the service after 5.00pm (Mon to Thurs) and after 3.30pm (Fri), the first 15 minutes will incur a penalty fee of \$50 and \$1 extra per minute thereafter. The penalty fee will be added to your school account.
- A late collection form will be placed near the sign in sheet for staff to fill out. This will present the correct time of a parent's late arrival.

**3. Sign in and Out:** The government regulations legally require parents or authorised carers to sign their child/ren into and out of the ELC on the provided attendance form by the entrance of the ELC gate each day.



- The attendance sign in/out form is a legally required documentation to be submitted at the end of each week to government authorities and Centrelink to confirm the child's attendance and to receive the government rebate for entitled families. The attendance sign in/out sheet is also used for evacuation and lockdown procedures.
- Siblings are not allowed to sign in or out unless they are over the age of 16. Please discourage your children from drawing/scribbling on these sheets.

#### 4. Fees information:

- Are to be paid in advance – (one week in arrears, one week in advance each invoicing period) and the normal fees will always be payable including absence of children for sickness, holidays or other reasons.
- Full fees are payable during the settling in period.
- Fees are payable for existing children who are returning in the new year-at the start of the day care year and families need to pay for their child's days irrespective of his/her starting date in order to secure his/her place.
- One month's notice must be given to the Director in writing should you decide to reduce your child's days. This notice cannot run concurrently with times of school holidays nor during closure of Jewish holidays. Notice cannot be given from the 1st of October.
- Fees are payable up to and including the last day of the school year regardless of early family holidays.
- If fees are not paid, continued enrolment in the centre is not guaranteed.

5. **Early closure on Fridays:** During the Winter months the centre will close at 3.00pm. Families will be notified of these dates in advance.

6. **Settling in:** The settling in process can be a challenging one for some, and children can find it hard saying goodbye without tears in the beginning. Understanding that this is part of them growing up and establishing their independence will help assist our little ones settling into their new surroundings. You are encouraged to sign in and reassure them as to who is picking up before leaving. Do not linger as this creates more anxiety for both you and your child. At the beginning of the year, we encourage all new families to collect their child a little earlier (for the first few weeks) to assist in the settling in process. **Full fees are payable for these days.** When saying goodbye in the mornings, please remember to keep it positive and quick as this often decreases separation anxiety. Please note, security has also expressed the importance of leaving the school grounds in a timely manner.

Your child's teacher will be in contact and provide you with honest feedback as to how your child is settling in. Our aim is to work closely with you to ensure a smooth transition for your child as we want them all to have a positive experience and enjoy their day with us.

7. **Staying Home:** If your child is staying home for the day, please notify by either calling or emailing the room class teachers.

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8. **Shabbat:** Every Friday we dedicate special time to celebrate Shabbat. Most Fridays the children will prepare Challah which they will knead, plait and bake the dough and then have the delight of bringing home their Challahs to be enjoyed at your Shabbos dinner.

9. **Jewish Studies:** The program is integrated into our curriculum. This is achieved by providing play-based opportunities for children to learn and experience Yiddishkeit. Every morning the children will have the opportunity to participate in davening through music and movement songs. Please remember to bring a kippah, tzit tzit and tzedokah. Davening is a chance to start our day by giving thanks to Hashem. We like to give tzedokah during davening so please send in coins for your child to give tzedokah. We also enjoy reading mitzvah notes highlighting something positive your child has done at home. Please remember to write a mitzvah note about your child when you sign them in as they love to hear their name and a mitzvah they have done.
10. **Storypark:** We continue to communicate to families through Storypark. Every day you will receive a notification that our 'Daily Reflection' has been posted. The children attending on that day will be tagged. Throughout the year families will also receive individual, small group observations and class learning journeys. Parents are encouraged to comment and provide feedback on both our daily reflections and your child's individual observations as this creates a reciprocal learning community.
11. **Lockers:** Each child has their own locker for their bag and belongings.
12. **Morning tea, Afternoon tea and Lunch:** Our centre follows a meat-free and nut-free nutrition policy. Place an icepack with any food that needs to be refrigerated (as lunchboxes are only placed in the fridges in each class at around 9am). These include food items such as yoghurt, cheese sticks, tuna and sandwiches (wrapped and clearly labelled). Healthy food is encouraged. Please send healthy, fresh foods with low sugar content. **Please separate** morning snack and lunch and **label** your child's morning tea and lunch box and remember to include cutlery. The school provides afternoon tea.
13. **Nut and Sesame free:** Our school is nut free. Please be mindful of not sending any products that contain nuts or sesame seeds. Grapefruit is also not permitted.
14. **Water:** instead of fruit juice should be encouraged to promote healthy teeth.
15. **Water bottles:** *For your child's health* – please remember to take your child's drink bottle home every day so that it can be washed, and fresh water replaced for the next day. Please label your child's drink bottle. If your child does not have a water bottle at school – we will provide your child with a cup and the cost of this will be added to your account.
16. **Sustainability:** In partnership with our families, we would like to help our children learn about and implement sustainable practices and foster respect and care for the living and non-living environment. Please bring in wrapper free lunches or use brown paper bags instead of plastic.
17. **Birthday Parties:** Delicious birthday cakes are made on the premises and these cakes have a cost of \$25 which is charged to your school account at the start of the year. This money goes towards raising funds for class resources. No outside cakes or cupcakes are permitted. No party bags are necessary as the children have the birthday cake.
18. **Home Toys:** Please ensure your child's home toys stay at home as we cannot guarantee their safety!

- 19. Books:** Your children are welcome to bring in any books from home, and we love to see books that relate to the various topics we are learning about throughout the year; please ensure your child's name is on all books brought to the centre.
- 20. Mitzvah Notes and Tzedakah:** Mitzvah Notes can be filled out when you bring your child to KTC Early Learning. They can be found next to the Sign In sheet. The children love to listen to their Mitzvah notes being read out at Davening time. Please bring with you a coin daily for Tzedaka which is collected for the Tikvah charity, and place in the cup provided. At the beginning of Davening, your child can place their coin into the Pushkah.
- 21. Hats:** Please ensure your *son* has a **kippah** and all children have a **sun hat** every day. We follow the Cancer Council Sun Smart Schools program for sun safety, which recommends wide brimmed or legionnaire hats. At the start of each year all families will be charged \$10-00 for a sun safe hat to be purchased on your behalf by the school. The hat will be clearly labelled with your child's name and will need to remain at school to ensure your child has a hat at school every day.
- 22. Sun Protection:** Please remember it is your responsibility to apply sunscreen to your child in the morning before arriving at the centre. We will reapply sunscreen to your child before going outside in the afternoons. If you would like to bring in your own sunscreen due to any allergies or sensitive skin, please bring it in labelled and hand it to an educator. Children are required to wear sun safe clothing that covers as much of the skin as possible when outdoors – please no singlets or dresses with thin straps.
- 23. Meetings with Morahs:** As you can appreciate, Morahs are very busy in the mornings and afternoons, if you wish to discuss your child's progress, please set up a meeting time. This way you can have their full attention and we will ensure that all the remaining children are supervised and that we are within ratios at all times.
- 24. Greetings:** Please encourage your child to say hello in the morning and goodbye before leaving. This not only encourages respect, but it is also a safety issue for the school.
- 25. Partnerships with our Families:** Building collaborative partnerships with families, learning about your child's individual strengths, interests and culture is paramount to us because every child is special and unique and learns in different ways and at different paces. We find it so rewarding to be a part of each child's development, encouraging their individuality, and helping them build their self-esteem as positive self-esteem leads to spontaneous and experimental learning.
- 26. Parental Involvement:** There are many opportunities during the year for parents and grandparents to become involved in the centre. We look forward to getting to know you and welcome your support in the centre. Each family comes with a unique set of skills and experiences that they can share with the school and we would like to encourage parents and grandparents to come and spend time with us in the classroom. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

### Sharing your occupation

You are the most important person in your child's world. We welcome all parents to the Service to talk about their occupation or hobby.

### Reading (especially good for grandparents)

Children love to be read to. If you or your parents have the time, please contact your room Educators to organise a day for reading.

### Useful Junk

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (not toilet or egg or milk re-hygiene and allergy) paper or anything interesting from your work is much appreciated.

### Special Events

Our Service organises special events throughout the year – including Mother's Day and Father's Day mornings.

**27. Medication:** Staff of Kesser Torah will be able to administer medication to children who are recovering from an illness. Children who are currently taking prescribed medication may attend the centre provided the medication form is correctly filled out and signed by a parent. Prescription medication must be prescribed for your child and not another family member. If your child requires medication and the doctor provides a letter saying he/she is fit to attend childcare, then we will administer a maximum of 2 doses per day as long as it is prescribed by a doctor.

The medication needs to come to childcare in its original packaging/bottle indicating your child's name and the dosage and must be in date. The medication must be handed to an educator to store in a locked container/ in the fridge. **Please do not leave medication in your child's bag.** Any child who has commenced an antibiotic must not attend the Service for 24 hours from commencement to ensure your child has no adverse side effects. No "over the counter" medication will be administered unless prescribed by a doctor or accompanied by a dated note from the doctor.

## Illness or Sickness

The guidelines to be followed regarding illness and sick children are as listed below:

Kesser Torah – both ECC and CRELS centres will not accept children into care if they are not well enough to fully participate in normal activities including both indoor and outdoor experiences. It is not in the best interests of children or staff for children to attend the Centre when sick. It is at the discretion of the Centre to request the exclusion of a child if it is believed the particular child arrives at the Centre unwell. Medical certificates may be requested after a prolonged illness.

If a child does not have an infectious disease but exhibits any of the following signs they are to be excluded and parents will be contacted immediately:

- sleeps at an unusual time
- has a raised temperature that remains above 37.5 C or continues to rise (will test temperature twice)
- is crying constantly as a result of discomfort due to illness



- has vomited at the centre
- has runny, watery diarrhea (**once** only at the centre)
- is reacting badly to medications
- is in need of constant one to one care

If a child is sick or exhibits any of the above signs, the staff should be notified of their absence by 10.00am. ***It is essential that contagious diseases be reported to the Director as soon as possible so that other parents can be notified.***

Children are to be excluded in accordance with this health policy and the final decision as to whether a child is fit to attend rests with the child's teachers and/or the Director.

There are times when a staff member from Kesser Torah may need to call you to collect your unwell child. In this event, please pick your child up as promptly as possible.

Staff will leave messages on mobile phones and ask parents to check for messages regularly. Please be assured that we do not take this decision lightly and do so in the best interest of everyone involved.

The close proximity of many people such as we have in this centre increases the risk of cross-infection between children, staff and parents.

We understand that at times children 'pick-up' quickly after a short period of rest or sleep at home. We expect all parents to respect our Health Policy and ensure that their child is 100% well whilst attending this centre.

Should urgent medical attention be required, and the parent/guardian/emergency contact is unavailable, under the direction of the Centre staff, Hatzolah will be called in immediately. If ambulance attention is provided, parents will be notified immediately.

## Medical Conditions including Asthma and Anaphylaxis

The Service aims to provide a safe environment for children who have identified medical conditions. It is Service policy that a Medical Management plan be completed by parents/guardians in consultation with the family doctor. The plan should include a photo of the child, state what triggers the medical condition, what first aid is required, contact details for the doctor who signed the plan and state when the plan should be reviewed. It is also a requirement that the record plan be reviewed by your family doctor annually or as circumstances change. This must be completed and returned before enrolment commences. These will be available at the time of enrolment.

Our service will develop a Risk Minimisation Plan which is based on information in the Medical Management Plan.

Parents are responsible for updating their child's Medical Management Plan or providing a new Plan when necessary.

## Injury or Accident

In case of an accident or illness occurring at the Service, the Nominated Supervisor or Educators will contact parents if deemed necessary. As a matter of extreme importance parents must ensure that the Service has up to date emergency contact numbers. An incident report will be filled out, outlining the accident and signed by the Educators who observed and administered first aid, as well as any witnesses.

The Nominated Supervisor's and parent's signature will also be required.

## Using the Service Safely

- Never leave children unattended in cars while collecting children from the Service.
- Cars parks are dangerous places for children, always hold children's hands when arriving and leaving the Service.
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen and laundry areas.

## Communication - What is the best way to communicate with you?

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child. We have many types of communication we use for families in the Service.

### Confidentially and Discretion

Information received through written and spoken communication with families will be treated with discretion.

At any time if you require a **private discussion with our Educators**, please inform us. This can happen face to face or by phone.

### Ways we will be communicating the events of the Service by:

- Face to face verbal interactions at arrival and departure times.
- A message section on the daily sign in sheet, where brief notes can be left between Educators and parents.
- A notice board where various messages and notices are displayed advertising current issues and upcoming events.
- Occasionally Educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics.
- ***It is the parent's responsibility to read these notices and ensure they are aware of current issues and events in the Service.***
- Policies will be regularly reviewed in a variety of ways (newsletters and via e-mail files to enable parent comment on Service practices).

## **Communication and Educators** - *What can you expect from Educators?*

Educators will make efforts to communicate effectively with families.

- Educators will inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- Educators will share with children's families some of the specific interactions they had with the children during the day.
- Information on children's sleeping patterns at the Service will be provided to families through verbal communication and through the room sign in sheet.
- When families and Educators make a joint decision that affect children's progress, interest and experience, a record will be kept in the appropriate form.

**Please feel free at any time in person, by phone or email to** discuss your child's progress, relationship, interest and experiences.

## **CCS Policy on absences**

- Each child is eligible to have 42 absences per year – either for sickness or holidays and parents will receive their portion of the rebate for these absences.
- Centrelink will not pay CCS for any days after your child's last physical attendance if your enrolment ends.
- Enrolments will end for children leaving CRELS or ECC and not returning or children moving from CRELS to ECC.

**Therefore, children who will be affected by this policy at the end of the year are:**

- Children moving from CRELS to ECC
- Children leaving CRELS to go to a different centre
- Children leaving ECC (to go to a different centre/to go up to year K)

**Children who will not be affected are:**

- Children moving from The Nest to Simcha (within CRELS)
- Children moving up a class within ECC

Furthermore, Centrelink will not pay CCS for any days your child hasn't physically attended the service for the first time for the current enrolment period.

This will affect:

- New enrolments to CRELS
- New enrolments to ECC
- Children moving from CRELS to ECC.

This will not affect:

- Children moving from The Nest to Simcha (within CRELS)
- Children moving up a class within ECC

If you would like any further clarification regarding this information, please do not hesitate to email Aviva at [aviva.monk@ktc.nsw.edu.au](mailto:aviva.monk@ktc.nsw.edu.au)

## Classroom checklist

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Children must bring the following items to school each day:

- **Backpack** - Needs to hold craft and personal items (spare clothes, etc) - 30x40cm is the largest size to fit in our lockers.
- **Spare Clothing** - At least 1 set, clearly labelled, including underwear and socks.
- **Healthy morning snack and lunch** - A fruit/yogurt (clearly labelled) for morning tea to be placed in a container in the fridge; an easy to open, labelled lunch box to be placed in the fridge if necessary. Must be child friendly.
- **Child's water bottle and cutlery** - Own water bottle and cutlery clearly labelled.
- **Jumper** - In case of change in weather.
- **Kippah** - For boys.
- **Nappies and Nappy cream** - (If needed) clearly labelled with child's name.
- **Medicines/Medical needs** - If your child needs medication, please inform your child's teacher. A doctor must prescribe all medicines and medication record sheets must be filled out.
- **CRELS** - bottles with formula/milk if needed. If heating bottles is required, please send a jug or container for hot water to heat your child's bottle.
- **CRELS** - dummy/favourite blanket/sleep comforter

It is very important to **label all items** in your child's possession.

## Overview of Daily Routine

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*All routines are flexible and according to the needs of the children, weather, excursions, visitors, etc.*

### ECC - Torah, Tamar, Gefen and Rimon Classes *(This is a guide only)*

| Time           | Activity   |
|----------------|--|
| 8:00-9:00am    | - Centre opens – Transition from home to centre<br>- Indoor/Outdoor Learning Experiences<br><i>(children combined)</i> |
| 9:00-11:00am   | - Children separate into classes<br>- Jewish Studies Program<br>- Morning Tea included                                 |
| 11:00am-1:00pm | - Indoor/outdoor learning experiences<br>- Lunch Time  |
| 1:00-3:00pm    | - Rest & relaxation<br>- Indoor/Outdoor Learning Experiences   |
| 3:00-3:30pm    | - Afternoon Tea  |
| 3:30-5:00pm    | - Outdoor/indoor learning experiences<br>- Children combined   |
| 5:00pm         | - Centre closes  |



## CRELS - Nest and Simcha *(This is a guide only)*

| Time            | Activity   |
|-----------------|--|
| 8:00-9.00am     | - Centre opens – Transition from home to centre<br>- Indoor Learning Experiences |
| 9:00-10:30am    | - Jewish Studies Program<br>- Nappy & Toileting<br>- Morning Tea                 |
| 10:30-11.30am   | - Outdoor Learning Experiences   |
| 11:30-11:50am   | - Music/Movement Experiences   |
| 11:50am-12.00pm | - Nappy & Toileting  |
| 12.00-12.30pm   | - Lunch  |
| 12:30-2:00pm    | - Rest, relaxation, quiet experiences  |
| 2:00-2:30pm     | - Small group language experience & music<br>- Nappy and toilet time             |
| 2:30pm-3:00pm   | - Afternoon Tea  |
| 3:00-4:15pm     | - Outdoor experiences  |
| 4:15-5.00pm     | - Indoor Learning Experiences<br>- Transition from centre to home                |
| 5:00pm          | - Centre closes  |

## Please Remember

**We encourage family participation and involvement in the Service.** This allows you to see firsthand what we do; your child sees that there is a connection between home and the Service.

We welcome your feedback and view **“Feedback as a Gift”**

When your family becomes involved with the Service, no matter how small or big your involvement, your child will be experiencing the connection between home and our school.

*Please read this handbook carefully so you fully understand the commitment that you are undertaking and your responsibilities to the Service.*

## Conclusion

We guarantee your child will have a happy, safe and secure relationship with the Service and its Educators and that the time he or she is in our care will be positive and fulfilling.

We believe in providing a nurturing and welcoming environment that allows children to feel confident, safe and happy, where they can develop their social emotional skills.

We love having the opportunity to create engaging and stimulating educational environments as this develops enquiring minds and a love for learning.

Our school provides a nurturing, loving environment where children can begin their Early Learning journey and form their sense of Jewish identity through meaningful play-based learning experiences.

This Parent Information book was written in consultation with parents and staff at the centre.

If there is anything you feel we may do better, please don't hesitate to:

- Write a suggestion in our suggestion box located at the entrance
- Email us at: [lesley.shneier@ktc.nsw.edu.au](mailto:lesley.shneier@ktc.nsw.edu.au)
- Contact us directly on (02) 9301 1128
- Come in and have a chat

*Thank you for taking the time to read the KTC Early Learning Centre handbook.*

*Lesley and Staff*

## **Please see below a list of Support Agencies and Community Links for our Families:**

**Below are some useful sites to find out information and advice:**

[Department of Education](http://www.dec.nsw.gov.au/home) - [www.dec.nsw.gov.au/home](http://www.dec.nsw.gov.au/home)

[ACECQA](http://www.acecqa.gov.au) - The Australian Children's Education and Care Quality Authority (ACEQA) is a national entity which will oversee important changes to early childhood education and care and school age care in Australia.

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[Nutrition Australia](http://www.nutritionaustralia.org) - [www.nutritionaustralia.org](http://www.nutritionaustralia.org)

[Staying Healthy in Childcare](http://www.nhmrc.gov.au) - Preventing infectious diseases in childcare. [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

[Family Assistance Office](http://www.familyassist.gov.au) - [www.familyassist.gov.au](http://www.familyassist.gov.au)

[Parenting and Child Health](http://www.cyh.com) - [www.cyh.com](http://www.cyh.com)

[Immunise Australia](http://www.immunise.health.gov.au) - [www.immunise.health.gov.au](http://www.immunise.health.gov.au)

[Australian Childhood Immunisation Register](http://www.medicareaustralia.gov.au) - [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

[My Child](http://www.mychild.gov.au) - This Australian Government website list all long day care services in Australia, including information on each Centre's fees, vacancies and contact details. The site also lists each Centre's quality ratings, as part of the National Quality Framework.

[www.mychild.gov.au](http://www.mychild.gov.au)

[Kids Safe](http://www.kidsafe.org) - On this website you will find information about current news and events, information sheets, resources and program information to help keep children safe. [www.kidsafe.org](http://www.kidsafe.org)

[Guardian Website](http://www.kidsguardian.nsw.gov.au) – [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

[Centre Link](http://www.centrelink.gov.au) - [www.centrelink.gov.au](http://www.centrelink.gov.au) Tel: 136 150

[Waverley Council](http://www.waverley.nsw.gov.au) - Tel: 9083 8000

[Care for Kids](http://www.careforkids.com.au) - This is Australia's most comprehensive directory to find compare and contact a huge range of childcare services. [www.careforkids.com.au](http://www.careforkids.com.au)

[Our Big Kitchen](http://www.obk.org.au) - This is a community kitchen designed to help those in need ... those who are going through a hard time, those who may need a hand getting started, those who deserve recognition but are seldom thanked. [www.obk.org.au](http://www.obk.org.au)

[Bondi Beach Cottage](http://www.bondibeachcottage.com.au) - 42 Brighton Boulevard Tel: 9365 1607.

Neighbourhood Family Centre - offers referral support and/or advice on domestic violence issues, legal problems, court support, health information, housing issues and parenting skills.

[Raising Children](http://www.rasingchildren.net.au) - This is a great website offering advice and resources for parents of children from birth to teenage years. [www.rasingchildren.net.au](http://www.rasingchildren.net.au)

[Bub Hub](http://www.bubhub.com.au) - Want to know what other parents are talking about, or ask advice? Bub Hub is an online series of forums all about children and parenting. This also lets you know locations of your local Early childhood health Centre's. It's free to join and is packed with practical advice from parents. [www.bubhub.com.au](http://www.bubhub.com.au)

[Kids Spot](http://www.kidspot.com.au) - Kids Spot is a website dedicated to providing games, activities and recipe ideas, plus parenting advice, and information on child-friendly events across Australia. A great resource for the school holidays. [www.kidspot.com.au](http://www.kidspot.com.au)

[MCA for children](http://www.mca.com.au/learn/kids-families/) - This site allows parents the opportunity to explore the Contemporary Arts alongside their child. <http://www.mca.com.au/learn/kids-families/>

[TRESILLIAN](http://www.tresillian.net) - This is a website about the local sleep clinic for parents needing help for restless children. [www.tresillian.net](http://www.tresillian.net)

[Early Childhood Australia](http://www.earlychildhoodaustralia.org.au) - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

[Australian Childcare Alliance](http://www.australianchildcarealliance.org.au) - This is a site that represents 70% of all commercial long day care services throughout Australia. [www.australianchildcarealliance.org.au](http://www.australianchildcarealliance.org.au)

[Biting and Children](http://www.earlychildhoodaustralia.org.au) - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)