



Early Learning Centre Handbook

Welcome to KTC Early Learning Centre

Welcome to Kesser Torah College (KTC) ELC, where we are privileged to support and nurture your child's growth as a proud Jew and a thriving individual. In line with our vision 'we grow minds and nurture character - guided by the Torah,' we strive to provide our students with a comprehensive Jewish and General Studies education.

We believe each child is unique, with the ability to live and enjoy a meaningful personal and community based on strong values and morals. Our mission is to guide each student to realising their fullest potential.

This handbook provides essential information to help you navigate the school year smoothly, including guidance on daily routines, school programs, and ways to stay connected. QR codes are provided for quick access to relevant links, forms, and resources.

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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 6 months -5 years of age.

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

KTC Early Learning Centre		
Location:	68 Blake Street (Cnr Blake & Napier Streets) Dover Heights NSW 2030	
Age:	Children aged 6 months to 5 years	
Head of Early Learning:	Ilana Leibman	
	Phone	(02) 9301 1128
	Email:	elcpa@ktc.nsw.edu.au
Hours of Operation:	Monday to Thursday	8.00am to 5.00pm
	Friday	7.30am to 3:30pm (Winter 3.00pm)
	Other	Some early closures apply for Jewish Festivals, these are published in our Circulars, Newsletters and posted on Storypark. QUICK LINKS

- Children ages 6 months – 4 are offered part time and full-time placements.
- Children ages 4 – 5 are encouraged to attend full time. A minimum of 3 days is the **required** attendance for a school readiness class.

Early Learning Management

Head of Early Learning

Ilana Leibman
9301 1150
elcpa@ktc.nsw.edu.au



Early Learning PA

Michelle Evian
9301 1128
elcpa@ktc.nsw.edu.au



Head of Jewish Studies - Early Learning

Adina Levitan
adina.levitan@ktc.nsw.edu.au



Head of Early Learning Welcome Message

Welcome to KTC Early Learning!

On behalf of the entire Early Learning Centre (ELC) team, I would like to extend a warm welcome to you and your child. At KTC, our goal is to create a second home for your family, where your child feels safe, cared for, and inspired to explore and learn.

The staff and I are deeply committed to making your child's time with us a joyful and enriching experience. We focus on fostering a love for learning during these formative early years, helping to set a solid foundation for their future academic success and personal growth.

Our team of qualified and dedicated educators works together as a close-knit community to provide each child with the love, attention, and support they need to thrive. We take great pride in creating a positive, nurturing, and engaging environment where every child feels valued and encouraged.

At KTC Early Learning, we believe in the power of partnership with families. We recognise the unique role that each family plays in our community and are excited to work together to create meaningful opportunities, joyful moments, and lasting memories that will remain with your child for years to come.

We are proud to offer a high-quality program that integrates both Jewish and General Studies, reflecting our commitment to holistic education. Our school vision—*"Grow minds and nurture character, guided by the Torah"*—serves as the foundation for everything we do. Our values: **Emunah** (belief), **Derech Eretz** (refined conduct), **Da-as** (lifelong learning), and **Arvus** (moral responsibility) are at the heart of our preschool's dedication to excellence, ensuring that KTC Early Learning continues to thrive and grow. We welcome a diverse community of families into the KTC family, creating a vibrant, inclusive environment that goes beyond just being a place of learning. Our ongoing commitment to excellence ensures that KTC Early Learning will continue to thrive, offering the very best for each child and their family.

We look forward to partnering with you in your child's educational journey!



Ilana Leibman
Head of Early Learning

Our Philosophy



Communication Channels

KTC WhatsApp Broadcast for Notifications

Select schoolwide notifications are sent via WhatsApp 'broadcast'. At times, these are a summary or reminders of a KTC App notification. WhatsApp broadcast notifications are not a replacement of the KTC App.

It's essential at least one parent/carer receives the WhatsApp broadcasts. For you to receive this broadcast you must have the KTC Comms phone number saved in your phone: **0402 733 828**

Quick Links

The Quick Links page is designed to make essential information easily accessible for parents. Here, you will find key resources, including:

- General school information such as Academic School Dates and Term Calendars
- Seasonal information such as Chaggim times and initiatives

How to find Quick Links:

Go to www.kessertorah.nsw.edu.au/ql. This is not a public page and cannot be found through navigating through our website. We encourage parents to bookmark this page.



Follow us!

To see the latest photos and achievements, follow us on Facebook or Instagram. Search @KesserTorahCollege or go to: <https://qrco.de/bdzhjN>

Class WhatsApp Groups for Parents: Every KTC Class has a WhatsApp group set up at the start of the year. The links for the groups will be sent during the enrolment onboarding process. These group chats are optional to join and are parent groups, not moderated by KTC. The groups are created in the interest of fostering community for the class. Chat or shared information should stay KTC class related. For more information, please see 'Communication Channels' at KTC on Quick Links.

The academic and term calendars are accessible via KTC Quick Links.

As described in the Communications Policy, please remember: These groups are optional to join and are not moderated by KTC. They are created in the interest of fostering community for the class. Chat or shared information should stay KTC class related. The atmosphere in the Class WhatsApp groups should be kind and in support for fellow parents and support of the school. It is not a place for airing grievances or complaints. KTC welcomes all feedback (including complaints) – please email the appropriate school manager directly to effectively solve.

We ask parents to only share relevant class information or external fliers which your children are interested in or attending themselves. It is not a space for sharing external fliers, soliciting or promotion of business which is not relevant to your class. We ask parents to ensure that the information or fliers shared are clear about where or who it is from (and if it doesn't say so then comment where the flier is from) to avoid confusion.

Early Learning Teacher Communication

The Early Learning Teacher Communication emphasizes the importance of open communication between parents and educators to support children's learning and wellbeing. Key points include:

Meet the Teacher: An introductory session at the start of the year to discuss classroom structure, routines, and goals.

Storypark: Daily notifications of a 'Daily Reflection' are sent, tagging children present that day. Parents receive individual observations and group learning journeys and can engage by commenting and providing feedback. Weekly summaries of Jewish Studies learning are shared every Friday.

Storypark Features: Parents can view and share photos, videos, and observations to track their child's progress, contributing feedback to aid educators' planning. This platform fosters a collaborative learning environment.

Urgent Communication: Parents should call the class directly if they need to reach their child. For meeting arrangements or non-urgent communication, email the teacher

(emails provided). Emails are checked mid-day, so urgent matters should be directed to the class or Early Learning PA if needed (earlylearningpa@ktc.nsw.edu.au)

Class Email:	Class Phone Number:
menorah@ktc.nsw.edu.au	9301 1152
torah@ktc.nsw.edu.au	9301 1153
shofar@ktc.nsw.edu.au	93011140
siddur@ktc.nsw.edu.au	9301 1142
tzedakah@ktc.nsw.edu.au	9301 1125
dreidel@ktc.nsw.edu.au	9301 1129
mezuzah@ktc.nsw.edu.au	9301 1126
megillah@ktc.nsw.edu.au	TBC

Community Involvement & Feedback

Parent-Teacher Association (P&F): Please feel free to join our Parent-Teacher Association (P&F) or volunteer at school events. It's a great way to connect with our community. For more information email pandf@ktc.nsw.edu.au

KTC Suggestions and Feedback

We want to hear your feedback, concerns and suggestions. We are listening and want you to be a part of our growth - no suggestion is too small or too big! Connect with us in sharing your ideas and concerns that are of a general nature.


Email: connect@KTC.nsw.edu.au. 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 the Head of Early Learning, 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.

Parent Whatsapp Groups		
Class Name:	WhatsApp Link:	QR Code:
MENORAH  Menorah Class	https://chat.whatsapp.com/C7u2tSfgvqwBGjjVc81iOm	
TORAH  Torah Class	https://chat.whatsapp.com/JMxJs2f3WrqJb2liVW8a0r	
SHOFAR  Shofar Class	https://chat.whatsapp.com/GRrITbO94mn6fMp4QTdl3D	
SIDDUR  Siddur Class	https://chat.whatsapp.com/LEXDTWUYyDFGwnWEAbmktY	
TZEDAKAH  Tzedakah Class	https://chat.whatsapp.com/G9062zF7iTOJ8qr4qGNaSF	

<p>DREIDEL</p>  <p>Dreidel Class</p>	<p>https://chat.whatsapp.com/DlDav6zEHKZ3U6HAAyJHKE</p>	
<p>MEZUZAH</p>  <p>Mezuzah Class</p>	<p>https://chat.whatsapp.com/Jr5oQdGcNZHFMeS9dzCzQa</p>	
<p>MEGILLAH</p>  <p>Megillah Class</p>	<p>https://chat.whatsapp.com/KwZoyqH7LoGI2t17GgkHPg</p>	

Food in Early Learning Centre

In the Early Learning Centre, children are required to bring Kosher morning tea and lunch, adhering to a meat-free and nut-free policy. Parents should provide healthy, low-sugar snacks and label their child's food containers, ensuring separate morning and lunch items and including cutlery. The centre supplies afternoon tea. For guidance on suitable foods, parents can refer to the NSW Kashrus Authority's Kosher list at www.ka.org.au or check the Kosher Snacks list available under Quick Links.



What's in your child's lunch box?

Fill with the 5

1. Fruit
2. Vegetables
3. Dairy
4. Whole grains
5. Protein (fish, eggs or legumes)

Please note that we are a nut-free centre and only fish can be included in your child's lunch box.

Information gathered from NSW Health Munch and Move program.

For further information visit www.eatforhealth.gov.au

Healthy lunchbox checklist

- ☐ Only water or milk (reduced fat milk for children over 2 years) supplied as a drink.
- ☐ A food from each of the 5 food groups is included:
 1. **Breads and cereals** (e.g. bread, rice, pasta, noodles, crackers, pikelets, muffins).
 2. **Meat and meat alternatives** (e.g. beef, chicken, fish, chickpeas, lentils, eggs, tofu)
 3. **Dairy foods** (milk, cheese, yoghurt).
 4. **Fruit** (fresh, frozen, canned in natural juice, dried).
 5. **Raw or cooked vegetables** (fresh, frozen, canned).
- ☐ Wholegrain or wholemeal varieties of breads and cereals are provided.
- ☐ Reduced fat dairy foods provided for children over 2 years.
- ☐ No 'sometimes' foods provided.
- ☐ Include ice pack or frozen water bottle to keep food cool or thermos to keep food warm.

Healthy lunchbox checklist

Examples of 'sometimes' foods to keep out of lunchboxes:

- ✗ Potato chips, flavoured savoury biscuits and instant noodles
- ✗ Cakes, muesli bars, and sweet biscuits
- ✗ Pastries (e.g. pies, sausage rolls)
- ✗ Fast food and takeaway meals
- ✗ Fruit 'roll-ups', lollies and chocolate bars
- ✗ Fatty meats (e.g. sausages, salami)
- ✗ Soft drinks, cordial, fruit juice, juice drinks, sports drinks and flavoured milks

Further information regarding healthy food for children can be found in the Australian Dietary Guidelines: <https://www.eatforhealth.gov.au>

More Info
 South Eastern Sydney Local Health District
 Directorate of Planning and Population Health
 Health Promotion Service
 PO Box 9614, Sydney 2001, DARLINGHURST
 Phone: 9382 8644 | Fax: 9382 3635
 E-mail: lily.powell@seash.health.nsw.gov.au

The Early Learning Centre has strict guidelines for food and sustainability to ensure safety and promote healthy practices:

Nut and Sesame Free: The school is nut-free and does not allow sesame products. This is crucial due to the presence of children with severe allergies, where even a small exposure can be life-threatening. While families are responsible for preventing exposure, everyone can contribute to maintaining a safe environment.

Water Bottles: Parents should send a labelled drink bottle with water only and take it home daily for cleaning and refilling. If a child does not have their water bottle, a cup will be provided, and the cost will be added to the account.

Sustainability: The school encourages families to support eco-friendly practices, such as sending wrapper-free lunches or using brown paper bags instead of plastic.

Birthday Parties: The school provides birthday cakes made on-site at a cost of \$25 (charged to your account at the beginning of the year), which goes toward class resources. Outside cakes and party bags are not permitted.

Student Wellbeing & Behaviour

Our ELC is committed to creating a safe, supportive, and respectful learning environment, guided by the values of **Emunah** (belief), **Derech Eretz** (refined conduct), **Da-as** (lifelong learning), and **Arvus** (moral responsibility).

Policies & Procedures

KTC has a comprehensive set of policies and procedures available on the school's website and Storypark under "about." Parents are encouraged to review these to stay informed about school expectations.

CCTV Monitoring: KTC may review footage to investigate misbehaviour or accidents.

Child Protection: Refer to the child protection policy on the school website.

Illness Exclusion: Children and staff showing signs of illness (e.g., vomiting, diarrhoea) must stay home until symptom-free for at least 48 hours.

Delivery & Collection: Children **should not arrive after 10am** to avoid disruption. Exceptions may be made with the Nominated Supervisor's permission. Children excluded for illness cannot return after 10am.

Late Fee: Picking up children after designated times incurs a **\$50 fee** for the first 15 minutes and \$1 per additional minute, charged to the school account.

Sign In/Out: Parents must sign children in and out daily on the attendance sheet, a legal requirement for documentation and emergency procedures. Siblings under 16 cannot sign in or out.

Fees: Fees must be paid in advance, covering all absences. Full fees apply during the initial settling-in period (first 1-2 weeks). Fees are due for returning children at the start of the year to secure their place. A month's written notice is required to reduce days, which cannot coincide with school holidays or closures. Fees are payable through the last day of the school year. Failure to pay fees may affect continued enrolment.

For new enrolments please note a \$500 non-refundable deposit is required to secure a place in the ELC (taken off your child's fees from the confirmed start date).

CCS Policy & absences

Notifying Absences: Parents should inform the child's class by phone or email if the child will be absent for the day.

Annual Absences: Each child can have up to 42 absences per year for sickness or holidays, with parents receiving their portion of the CCS rebate.

Enrolment End: CCS will not be paid for days after a child's last attendance if their enrolment ends. This applies to:

- Children leaving CRELS or ECC and not returning.
- Children transitioning from CRELS to ECC.
- Children leaving ECC for another centre or starting Year K.
- **4 weeks notice is required to reduce days/ unenrol from ELC**
- **NO notice can be given from the 1st of October 2025.**

Initial Attendance: CCS will not be paid for any days a child has not attended the service for the first time in the current enrolment period. This affects:

- New CRELS and ECC enrolments.
- Transitions from CRELS to ECC.

For more information, parents can email Aviva at aviva.monk@ktc.nsw.edu.au.

Additional Information:

Early Closure: The centre will close at 3:00pm during winter months, with families notified in advance.

Settling In: The initial separation can be difficult. Parents are encouraged to sign in, reassure, and leave quickly to help reduce anxiety for both the child and themselves. New families are required to collect children earlier (half day) for the first few weeks to assist with settling in. Full fees apply during settling-in days. Parents are reminded to leave the school grounds promptly as advised by security.

Staying Home: If your child is staying home for the day, please notify by either calling or emailing your child's class email.

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

Phone: 1800 619 113

Email: ececd@det.nsw.edu.au

Postal: Locked Bag 5107

PARRAMATTA NSW 2124

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

Education, Curriculum and Learning

The ELC follows the *Early Years Learning Framework* as outlined in its Education, Curriculum, and Learning Policy. All educators are trained and experienced in early education and care, allowing for high-quality, developmentally appropriate programs tailored to each group of children. The curriculum emphasizes strong partnerships with families and communities to incorporate each child's knowledge, culture, abilities, and interests. Educators create daily programs based on observations of the children, ensuring that the activities meet their needs and interests.

Shabbos: Every Friday we dedicate special time to celebrate Shabbos. 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.

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, tzitzis and tzedakah. Davening is a chance to start our day by giving thanks to Hashem. We like to give

tzedakah during davening so please send in coins for your child to give tzedakah. 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, read out to the class.

Early Years Learning Framework Learning (EYLF)

Learning Outcomes:

Outcome 1: Children have a strong sense of identity

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

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

We are continually working on our Self-Assessment which highlights our strengths as well as the areas we would like to improve. We welcome parent feedback and suggestions.

Housekeeping

Home Toys: Keep home toys at home as their safety cannot be guaranteed at the centre.

Books: Children can bring books from home, especially those related to current learning topics, but must have their name labelled on them.

Hats: The centre follows Cancer Council SunSmart guidelines and provides a \$10 hat charged at the start of the year, labelled with the child's name.

Sun Protection: Parents should apply sunscreen in the morning before arrival. The centre will reapply sunscreen in the afternoon. Parents can provide their own labelled sunscreen if needed. Children should wear sun-safe clothing covering as much skin as possible (no thin straps or singlets).

Meetings with Educators: Schedule meetings in advance as mornings and afternoons are busy times for the educators. This ensures full attention and adherence to staff-to-child ratios.

Greetings: We encourage you to teach your child to say hello in the morning and goodbye when leaving to promote respect and ensure safety.

Partnerships with Families: Building strong relationships with families is essential for understanding each child's unique strengths, interests, and culture. This approach supports individual development and positive self-esteem.

Parental Involvement: Parents and grandparents are encouraged to engage with the centre, sharing skills and experiences. Even small contributions are valued, and there are various opportunities for involvement throughout the year.

Illness/ Sickness

Attendance Policy: Children must be well enough to fully participate in activities. The centre may refuse entry or ask a child to leave if they are unwell. Medical certificates may be required for prolonged illnesses.

Exclusion Criteria: Children showing signs such as unusual sleep patterns, a temperature above 37.5°C, continuous crying due to discomfort, vomiting, diarrhoea, severe reactions to medications, or needing constant care must be excluded. Parents should notify staff by 10:00 am if a child is absent.

Contagious Diseases: Parents must inform the Head of Early Learning of any contagious diseases so others can be notified.

Decision Making: The final decision on whether a child is fit to attend the ELC is decided by the Head of Early Learning.

Pickup Policy: Parents may be called to pick up an unwell child and should do so **within one hour**.

Health and Safety: The centre prioritises health due to the risk of cross-infection, emphasizing that children should be completely well before attending. If a child is presenting with an infection/ contagious disease we have a **48-hour exclusion** policy that must be adhered to.

Emergency Medical Attention: If urgent care is needed and parents or emergency contacts are unavailable, Hatzolah/CHS will be called and parents notified.

Medication Administration: Staff can give medication for children recovering from illness if a parent has completed and signed the medication form. Only prescription medication, in original packaging with the child's name and dosage, will be accepted and stored securely. No over-the-counter medication will be given unless prescribed by a doctor with written documentation.

Medical Conditions including Asthma and Anaphylaxis

The Service is committed to ensuring a safe environment for children with medical conditions, such as asthma and anaphylaxis. Parents/guardians must complete a Medical Management Plan with their child's doctor, which should include a photo, triggers, first aid instructions, the doctor's contact details, and a review schedule. This plan must be reviewed annually or when changes occur and submitted before enrolment. The Service will create a Risk Minimisation Plan based on the Medical Management Plan. Parents are responsible for updating the plan as needed.

Injury or Accident

If an injury or illness occurs at the Service, the Nominated Supervisor or Educators will contact parents if needed. It is crucial for parents to keep emergency contact information up to date. An incident report will be completed, detailing the accident and signed by the observing Educators, witnesses, and the Nominated Supervisor, as well as the parent.

Using the Service Safely

For safety, do not leave children unattended in cars when collecting them from the Service. Always hold children's hands in car parks, as they can be hazardous. Ensure doors and gates are kept closed and never leave children alone in a room. Children are not allowed in the kitchen or laundry areas.

Classroom checklist

Children need to bring the following items daily:

- A labelled backpack (30x40cm max),
- Spare clothes (including underwear and socks),
- Healthy food (morning tea and lunch in labelled containers),
- A water bottle,
- Cutlery (if needed),
- A jumper,
- A kippah (for boys),
- Labelled nappies and nappy cream (if needed),
- Prescribed medication with a completed medication record sheet (if needed),
- Milk/formula bottles (if required)
- Comfort items like a dummy, blanket, or sleep comforter should also be brought (no comforters allowed in cot/ bed for children 6 months- 2yrs old).

It's important to label all items.

For feedback or questions, parents can email earlylearningpa@ktc.nsw.edu.au, call (02) 9301 1128, or visit in person.

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

Ilana Leibman & ELC Staff

We grow minds
and nurture character
- guided by the Torah.

Early Learning PA

9301 1128

Early Learning Hours

Monday - Thursday

8:00 am - 5:00 pm

Friday

7:30 am - 3:30 pm

7:30 am - 3:00 pm (3 May - 9 August)



www.Kessertorah.nsw.edu.au/QL