THE CHILDREN’S EXPERIENCE OF THEIR JEWISH HERITAGE IS RICH, DYNAMIC AND ALIVE
INTRODUCTION

• OPEN HOURS
• OUR STAFF

The Carl Rose Early Learning School and KTC Education and Care Centre 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 2-3 in the CRELS and progressing to the ECC for children ages 3-5. The children are nurtured and supported with a School Readiness Program ensuring their successful transition into school. Both centres offer superior care and quality education up to 48 weeks of the year.
OPEN HOURS

KTC Education & Care Centre is open up to 48 weeks of the year:

• Monday to Thursday 8:00am to 5:00pm
  (The Centre closes promptly at 5:00pm)
• Friday 7:30am to 3:30pm
  (The Centre closes promptly at 3:30pm)

Carl Rose Early Learning School is open up to 48 weeks of the year.

• Monday to Friday 8:00am to 4:00pm
  (The Centre closes promptly at 4:00pm)
OUR STAFF

The nominated supervisor and class teachers are qualified in Early Childhood Teaching. Our experienced Assistants receive ongoing training and have appropriate Early Childhood qualifications. Staff are selected based on experience, professionalism, love of teaching, love of children, knowledge and qualifications.

✓ Fun, safe and friendly

✓ Caring staff, involved with your child’s learning

✓ Fun environment, healthy atmosphere

CHILDREN ARE NURTURED AND SUPPORTED
PART D.2
FEES AND REBATES

- FEES
- CHILD CARE BENEFIT
- CHILD CARE REBATE
FEES

Fees are payable fortnightly or monthly in advance. There is a non-refundable Enrolment Application Fee of $50. Once an offer has been made, it must be accepted in writing and a Commitment Deposit of $500 paid within 14 days. Failing this, the offer will lapse. (If the $500 is not readily available, parents are invited to contact KTC administration to make arrangements for a payment plan).

The deposit will be refunded when the child leaves KTC and, if the child has completed at least 1 year of Primary School at KTC. It will not be refunded if the child leaves prior to that point. This deposit will also secure your child’s place in Year K at KTC.
CHILD CARE BENEFIT

Child Care Benefit is a payment from the Australian Government that helps with the cost of your child care. You are eligible for Child Care Benefit (CCB) if you are a parent, foster parent or grandparent with a child in their care who is attending childcare services approved by the Government.

- You have a child in your care who meets the immunisation requirements (or have an exemption)
- Your child attends approved or registered care and you have the liability to pay for the cost of your child care
- You or your partner (if you have one) meet residency requirements (or have an exemption)
- You meet the income test

CHILD CARE BENEFIT IS A PAYMENT FROM THE AUSTRALIAN GOVERNMENT
If you experience any problems with registration of your child please contact Zuzana Ulrichova on: (02) 9301 1130 or zuzana@ktc.nsw.edu.au

More detailed information can be obtained from: http://mychild.gov.au/childcarerebate/default.aspx
CHILD CARE REBATE

The Child Care Rebate (CCR) helps working families with the cost of child care. The CCR covers 50% of out-of-pocket child care expenses for approved child care up to the maximum of $7,500 per year per child in approved care - for the current financial year. There are certain requirements you must meet to obtain the CCR. You must:

- Use approved care during the year
- Been assessed for Child Care Benefit (entitled at a rate of 0 or more)
- Pass the work, training, study test at some time during the week the approved care is provided

Note: There is no income test for the CCR. If you are eligible for CCB, but your CCB entitlement is zero due to income, you may still be eligible for the CCR.

Once you choose to attend the KTC ECC or CRELS and would like to be entitled to CCB/CCR, you need to contact Centrelink to obtain your CRN. Once you have your CRN you can register your child with us on www.cccms.com.au.

After registering you will be able to view your child’s attendances, invoices, payments and other information.
PART 0.3
NATIONAL QUALITY FRAMEWORK (NQF)

The National Quality Standard sets a new national benchmark for the quality of education and care services.
THE SAFETY, HEALTH AND WELLBEING OF CHILDREN

Our Centre complies with the National Quality Framework. The NQF ensures consistent high quality and pursues continuous improvement in education and care services through:

- A National legislative framework
- A National Quality Standard
- A National quality rating and assessment process
- A new national body called the Australian Children’s Education and Care Quality Authority (ACECQA)
PART 0.4
PROGRAMS

- THE EARLY YEARS LEARNING FRAMEWORK
- INTEGRATED JEWISH & GENERAL STUDIES
- IVRIT
- THE LARGE MOTOR
- BIG SCHOOL
THE EARLY YEARS LEARNING FRAMEWORK

The Kesser Torah Early Childhood Centres are committed to the successful implementation of The Early Years Learning Framework (EYLF). This Curriculum Framework is characterised by Belonging, Being, Becoming which resonates seamlessly with our Jewish philosophy.

- **Belonging**
  Knowing where and with whom you belong.

- **Being**
  Childhood is a time to be, to seek and to make meaning of the world.

- **Becoming**
  Reflects the process of rapid and significant change that occurs in the early years as young children learn and grow.

INTEGRATED JEWISH & GENERAL STUDIES

Our integrated curriculum is woven around the Jewish calendar and punctuated by the Jewish holidays and Parshas Hashavua – the weekly Torah reading. The children actively participate in daily Tefillah (prayers) and recite Brachos (blessings for food). This fosters a sense of gratitude and a strong connection to their heritage. The weekly Shabbos party is the culmination of the weeks activity. The children role-play as Aba and Imma and enjoy eating their very own handmade challa (bread). From Yom Tov parties to model Seders, the children’s experience of their Jewish heritage is rich, dynamic and alive. Children are introduced to the Hebrew alphabet, which is presented at their developmental level and stage of readiness.
Ivrit is introduced through the Israeli developed Chalav U’Dvash program by native Hebrew speaking staff members. Children enthusiastically participate in this fun filled interactive program through songs, games and dialogue with the much loved puppet Bentzi.
Children have a strong sense of wellbeing

THE LARGE MOTOR
The Large Motor program helps prepare children for formal learning by providing them with a structured and graded gross motor routine to develop the necessary school readiness skills. The program makes the transition easier and, where possible, prevents learning impediments. (Outcomes 1 & 3: Children have a strong sense of identity; Children have a strong sense of wellbeing).
BIG SCHOOL

Our School Readiness Program is designed to familiarise the children with the Primary school environment, utilising a variety of the resources available at KTC. The objective of the program is to help children to feel confident and excited about the transition to Primary School. This sets them on a path for a lifetime’s love of learning. (Outcome 4: Children are confident and involved learners)

Children participate in Literacy, Music and Physical Education programs throughout the year, within the framework of the school’s integrated Jewish Studies and General Studies curriculum. Language and literacy is incorporated throughout the day. The children are exposed to language through a variety of small and large group experiences that enhance their understanding of verbal, written and visual text. (Outcome 5: Children are effective communicators)
PART 0.5
THE EARLY LEARNING CENTRES

- SHOFAR AND MEGILLAH CLASSES 2-3 YEARS OLD
- TORAH AND DREIDEL CLASSES 3-4 YEARS OLD
- SIMCHA, MITZVAH & MENORAH CLASSES 4-5 YEARS
- CHILDRENS SELF-HELP SKILLS
SHOFAR AND MEGILLAH CLASSES
2-3 YEARS OLD

At this stage our primary focus is your child’s Social Emotional Development. This involves a child’s increasing capacity to understand, self-regulate and manage their emotions in ways that reflect the feelings and needs of others. Feelings of trust, confidence, pride, friendship, affection and humour are all a part of a child’s social emotional development. A child’s positive relationship with trusting and caring adults is therefore the key to this successful emotional and social development. In order to help your child explore different aspects of their socio-emotional development, our goal is to provide many great opportunities for your child to be independent, share and work collaboratively through play. For example, each day we encourage your child to:

- Wash their hands
- Identify their own drinking cup
- Collect their lunch box from a locker
- Participate in everyday routine
- Transition from one activity to another
- Manage and express their emotions positively
- Make their own choices
- Show interest in other children and being apart of a group
- Share and take turns through a number of games and learning experiences
TORAH AND DREIDEL CLASSES 3-4 YEARS OLD

By encouraging ‘learning through play’ we support the children across four key areas of development; Social, Emotional, Cognitive and Motor Skills. Through their play, children learn about themselves, their environment, people and the world around them. They learn to solve problems, to think creatively, to become confident in themselves and how to get along well with others.

To help our students flourish, our main aims for the year are:

1. Building self-esteem so children feel confident and become resilient
2. Encouraging independence so children can take responsibility for themselves and their belongings
3. Fostering positive relationships so children have a sense of belonging and can work together as a team
4. To create a supportive and inclusive classroom where children feel valued and can follow directions
5. To introduce early literacy and numeracy skills as well as supporting their creativity.
SIMCHA, MITZVAH & MENORAH CLASSES 4-5 YEARS

Our school readiness program refers to the daily program, which is implemented all year round to promote the development of skills which are optimal for children to possess before commencing school. Our transition to school program refers to the additional activities that are offered towards the end of the year to help prepare children for a smooth transition to a school environment.

Helping in the transition - what we will be doing to support your children in developing their School Readiness skills.

The most important factors associated with a successful start and continued learning at school relates to a child’s social and emotional development. The children will have the opportunity to consolidate these skills.

- To share and take turns
- Separate from their primary care givers
- Form friendships
- Engage in appropriate interactions with their peers and teachers
- Solve conflicts and learn to share the teachers’ attention

This will be achieved through:
1. Daily play experiences with peers
2. Interacting in group time
3. Games and discussions
To facilitate this we have teaching strategies that create a conducive environment and provide the resources that support behaviour management. The children will be encouraged to:

- Solve conflict independently
- Use their words appropriately
- Discuss feelings and develop empathy
CHILDREN’S SELF-HELP SKILLS

The children’s self-help skills will be encouraged daily. They will be encouraged and reminded to wash their hands at appropriate times as well as to use correct toilet and hygiene procedures. Children will be encouraged to blow their own nose and dispose of tissues appropriately. Children will be encouraged and reminded to look after their own belongings and pack away their lunch boxes, artworks and clothing. All children will be encouraged to dress and undress themselves when needed. To further develop the children’s fine motor and manipulative skills they will be putting on their own socks and shoes, while other opportunities to exercise fine motor skills will be integrated throughout the day which will assist their abilities in dressing themselves especially with zippers, buttons and shoelaces.
OPPORTUNITIES TO EXERCISE FINE MOTOR SKILLS WILL BE INTEGRATED THROUGHOUT THE DAY WHICH WILL ASSIST THEIR ABILITIES IN DRESSING THEMSELVES ESPECIALLY WITH ZIPPERS, BUTTONS AND SHOELACES.
PART 0.6
INFORMATION TECHNOLOGY

IT IS IMPORTANT FOR THE CHILDREN TO BE EXPOSED TO THE WAY THEY WILL BE LEARNING IN THE FUTURE.
We are fortunate to have the use of iPads in each of the classrooms.

In our School Readiness Program children have the opportunity to work on the SmartBoard, an exciting development in education technology.

Learning Outcome 4: Children are confident and involved learners, employs the use of technology to enhance learning.

The iPads are used for the children to watch stories and play educational games. The games are carefully selected to develop a range of skills including eye hand co-ordination, counting, alphabet recognition, matching, sequence, and memory.

These concepts are also taught with other materials; however it is important for the children to be exposed to the way they will be learning in the future. The iPads are not used every day and the time each child spends using the iPad is strictly monitored.
COMMUNICATION

Parents are invited to spend time with their children at the Centre, discuss their child’s progress with the teacher and generally contribute to the program.

- Individual portfolios are available for perusal at any time during the year
- Parent/Teacher interviews on request
- Summative assessments
- Day Books
- Communication pockets
- Centre noticeboard
- KTC school newsletter is emailed weekly
PART
0.7
THINGS YOUR CHILD WILL NEED

• CLOTHING
• FOOD
• SLEEP/REST
• OTHER

Children should be encouraged to eat their breakfast at home. As soon as they arrive they need to be ready to take part in the day’s activities.
CLOTHING

☑ All children must wear approved bucket or legionnaire sun hats in the playground. Please make sure that the hat fits well enough to stay on in windy weather.

☑ Boys - a yarmulke (kippah) or cap must be worn at all times.

☑ A spare set of clothes each day in case of accidents (please ensure they are appropriate for the season). All clothing must be clearly marked with the child’s name.

☑ Please send your child in foot wear that fits well and is suitable for running and climbing (no crocs or thongs).

Please do not send your child in good clothes - they will get dirty. The children are encouraged to participate in some very messy activities.

Please consider your child’s comfort and provide clothing free of complicated fastenings, and remember that clothing with loose hoods, toggles and strings can be dangerous for climbing in the playground.

Please label all clothing including underwear.

All care will be taken with your child’s clothing but staff cannot be held responsible for lost items.
FOOD

• Lunch in a clearly marked box.
• KTC Centres follow the Kosher dietary laws.
• In the interest of your child’s health and safety, and for Kashrus purposes, we have implemented a very strict food policy.

1. Children are encouraged to eat a healthy lunch each day. They will not be allowed to eat ‘nush’ at lunch time – this includes cake, biscuits, confectionary, muesli bars, chips, popcorn etc. Please don’t send any of these foods.

2. Parents are asked not to send any meat or meat products with their child to the centers.

3. KTC Centres are nut-free.

4. Children are encouraged to drink water throughout the day. Please do not send drinks – juices, soft drinks and cordials contain sugar and should be avoided. The children only drink water at our Centre.

5. Glass and tin food containers, although handy, are dangerous and will not be allowed for use at our Centre. Please decant a suitable amount of fruit, yoghurt, corn etc into a plastic re-sealable container to put in your child’s lunch box. Staff have noticed an enormous amount of food wastage with containers that are not able to be re-sealed to send home.

6. Children should be encouraged to eat their breakfast at home. As soon as they arrive they need to be ready to take part in the day’s activities and play with their friends rather than sitting alone eating. If your child has not had breakfast, you will have to sit with them in the playground until they have finished eating.
• An extra piece of fruit or vegetable for morning tea.
   Please send a piece of uncut fruit or vegetable each day for your child’s morning tea. The fruit and vegetables will be cut up in the Centre’s kitchen and the children will be offered a variety each day. Please explain to your child that the extra piece of fruit or vegetable is to go into the basket to be cut up and shared with all the children. If you send a large piece of fruit eg. rockmelon or watermelon (which must be whole/uncut), or the quantity of a whole weeks worth of fruit or vegetable on a Monday, then you need not bring any more for the rest of the week.

• Afternoon tea will be provided.
SLEEP/REST

• Children are encouraged to have either a rest period or sleep after lunch. Children’s ages, developmental stages and individual needs will be taken into account.
OTHER

- Bed Linen - In the younger classes a cot size sheet is provided by the Centre and washed weekly on site. You will be required to provide a cot size blanket, top sheet or quilt for the cooler months which will be sent home regularly to be washed.

- Tzedakah - charity is a fundamental Jewish concept, and we therefore encourage each child to send a coin daily for tzedakah. Coins should be placed in the container next to the sign-in sheet in each classroom.

- Mitzvah Notes - we encourage children to do mitzvos (good deeds). Please leave a mitzvah note each day in the same container as the coin for tzedakah (for example, helped around the house, straightened up their bed and tidied their room).

- Disposable Nappies – if your child is still using disposable nappies, you will be required to include an adequate supply for each day.
PART 0.8
ARRIVALS & DEPARTURES

• SAFETY RULES
• LATE PICK UPS
• PARKING

FOR THE SAFETY OF YOUR CHILDREN WE HAVE SOME RULES FOR ARRIVAL AND DEPARTURE TIME.
SAFETY RULES

For the safety of your children we have some rules for arrival and departure times. Please speak to your children about these rules, as Centre staff will strictly enforce them:

1. It is imperative, and a legal requirement, that children must be signed in and out each day that they attend the Centre.

2. Children will only be allowed to leave with a person authorised in writing by the child’s parent or guardian.

3. Children walking home or travelling on public transport must be accompanied by a person 16 years or over. Children being collected in the “Go-with-the-flow” lower car park must be escorted by a person 12 years or older.

4. Only one child will be allowed to go to the class to collect a child. All other siblings and friends will be asked to wait outside the Centre’s gate. If more than one sibling or friend comes, we will let in only the oldest.

5. School children waiting for a parent to come and collect a child will be asked to wait outside the Centre gate – they will not be allowed to go into the playground or a classroom to wait.

6. Younger and older siblings entering the Centre playground with a parent or authorised adult must remain with the adult at all times – they are not to be left unsupervised in the playground.

7. The Centre playground is not to be used as a meeting place for parents or an after school place for children to play.
Children will only be allowed to leave with a person authorised in writing by the child's parent or guardian.

Things to remember:

**AM**
- Lunch boxes, sheets and fruit or vegetables are to be placed in the appropriate place and then the child should be taken to the teacher.
- Children should never be left at the gate to come in by themselves.
- Parents may stay for a short time to settle their child.

**PM**
- Collect lunch box, craft etc from the lockers before collecting your child.
- Make sure the teacher knows you have collected your child.
LATE PICK UP POLICY

Children must be collected by 5:00pm at the latest. Parents will be charged for late pick-up as follows:

- 01-10 minutes = $20
- 11-20 minutes = $50
- 21-30 minutes = $100

Parents/carers are encouraged to arrive at least 10-15 minutes prior to closing time to ensure enough time to:

- Read child’s class day book
- Speak to the staff
- Collect belongings

The appropriate late fee will be incurred for the time families remain on the premises after the designated closing time.

If a child has not been collected by the correct time, a parent will be telephoned in the first instance and then an emergency contact will be telephoned.

PARKING

Parking on our campus is limited at peak times. The front car park is allocated for use by ECC & CRELS parents only.

If you want to use the front car park we request that you be as quick as possible to allow for maximum usage. If you want to spend time with your child, or chat to teachers and friends, please park on the street. Please note - Council regulations restrict KTC parents’ parking in the dead-end side of Napier Street.

THE FRONT CAR PARK IS ALLOCATED FOR USE BY ECC & CRELS PARENTS ONLY
PART 0.9
MEDICATION POLICY

LOOKING AFTER YOUR CHILD'S WELLBEING AND HEALTH IS IMPORTANT AT KESSER TORAH COLLEGE
DO NOT LEAVE MEDICATION IN YOUR CHILD'S SCHOOL BAG.

- Children who are currently taking prescribed medication may attend the Centre, provided they have passed the infectious period of their illness, are not in pain, do not have a fever and are able to enjoy the day's activities.
- All medications are the responsibility of the parents.
- ONLY PRESCRIBED MEDICATION WILL BE GIVEN. No 'over the counter' products will be administered unless accompanied by a letter from the child’s doctor, or labeled by the Pharmacist with the child’s name and dosage.
- If your child needs medication at the Centre an adult must take this to the designated place – please ask your child’s teacher.
- The Medication Register should be filled in with the date, child’s name, medication, use by date, dosage, time to be given and signed by parent or care-giver.
- The class teacher should be notified that there is medication to be given. This includes recording of ointments and creams.
- When the child is collected, the adult who collects the child is responsible for collecting the medication. Any medication given here must bear the child’s name and dosage.
• Medication will not be given if the medication form has not been filled in. In exceptional circumstances medication will be given if permission is given over the phone to two staff members.
• Do not leave medication in your child’s school bag.
• Before administering any medications, two staff members will check:
  1. Name of child
  2. Name of medication and use by date
  3. Amount to be given
  4. Date
• In the event of a child being taken ill at the Centre, the parent or emergency contact will be required to take the child home. If staff members are unable to contact a parent or the emergency contact and some form of medical advice is necessary, the child’s doctor will be contacted.
• In cases of emergency the child will be taken by ambulance to the nearest public hospital. Any cost incurred during emergency care is the responsibility of the parents. A staff member will accompany the child in the ambulance.
PART 0.10
SUNCARE POLICY

• OUTDOOR ACTIVITIES
• SHADE
• HATS
• CLOTHING
• SUNSCREEN
The Centre will use a combination of sun protection measures whenever UV index levels reach 3 and above.
Our sun protection strategies are:

**OUTDOOR ACTIVITIES**

The Centre will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities will be minimised. Reducing outdoor activities includes minimising both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- In June and July when the UV index is mostly below 3, sun protection is not required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.
SHADE
The Centre will provide and maintain adequate shade for outdoor play.

HATS
Staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:
- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.
CLOTHING
When outdoors, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

• Loose fitting shirts and dresses with sleeves and collars or covered neckline.
• Longer style skirts, shorts and trousers.
• Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

SUNSCREEN
All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.
PART 0.11
OUR COMMUNITY

• BIRTHDAY PARTIES
• GRIEVANCES
• BEHAVIOUR GUIDANCE
• INCLUSION
• KTC PARENT COUNCIL
**BIRTHDAY PARTIES**

Parents are welcome to provide a cake for the class on their child’s birthday. Cakes must be bought from a bakery or caterer recognised by The NSW Kashrut Authority. We do not allow food colouring in the centres so all cakes should be iced with either white icing or coloured icing made from natural products and decorated with chocolate bits - no nuts. Alternatively, centre staff can bake a cake on campus for $25. If you wish to provide party bags for the children, please ensure that there are no nuts or lollies with artificial colouring in them. All edible treats included in party bags must have a recognised ‘hechsher’ (Kosher supervision by a recognised Rabbinic authority). The products published by the NSW KA are generally acceptable. The exception is dairy foods. Only foods which are produced using Cholov Yisroel (supervised milk) are acceptable. Any food being brought in for sharing at the centre must first be approved by the Jewish Studies Teacher.

**GRIEVANCES**

Below is the procedure for grievances:

- Discuss the concern with the staff in the room.
- If the concern is not resolved to your satisfaction then telephone or make an appointment to see the nominated supervisor on 9301 1128.
- If she is not able to resolve the issue, make an appointment to see the school Principal on 9301 1109.
- If there are still concerns a written complaint may be made to the Board of Management of KTC.
- If all that fails then a complaint may be made to NSW Early Childhood Education and Care Directorate, Department of Education & Communities, on 1800 619 113 or ececd@det.nsw.edu
...WE FOSTER THE CHILDREN'S OWN SENSE OF SELF ESTEEM AND IDENTITY...
BEHAVIOUR GUIDANCE
The aim of age appropriate behaviour guidance is to encourage the child to gain ‘self-control’ and develop ‘self-discipline’. The children need to be made aware of the effect that their actions have on other people. Discipline will be positive, fair and consistent. All members of staff will use the same methods of discipline so that children can recognise levels of self-control that are required in our environment.

INCLUSION
In recognition that Australia is a multicultural society composed of people from a wide variety of ethnic backgrounds, we foster the child’s sense of self esteem and identity so that each child will appreciate other cultures and other expressions of identity that are different to their own. This is achieved through integrating multiculturalism into our program.

KTC PARENT COUNCIL
Parents are encouraged to joining the KTC Parent Council. Children enjoy seeing their parents involved at their school with the various social and fundraising activities. By seeing their parents invest time into this volunteer work the children’s school experience becomes shared and sets a tangible example of positive contribution.
CHILDREN ENJOY SEEING THEIR PARENTS INVOLVED AT THEIR SCHOOL......
CHILDREN ARE NURTURED AND SUPPORTED