GUREWICZ EARLY LEARNING CENTRE
PARENT HANDBOOK

Table of Contents

Welcome ........................................ 2
Philosophy Statement .......................... 2
National Quality Framework .................. 3
Enrolment Procedures .......................... 4
Fees And Hours .................................. 4
Payment Options ................................. 4
Child Care Benefit ............................... 4
Family Involvement And Communication . 5
Orientation ....................................... 6
Inclusion .......................................... 6
Staffing ........................................... 7
Gurewicz Early Learning Centre Program .................................................. 7
Gross/Fine Motor Program ...................... 8
Music Program ................................... 8
Excursions/Incursions ........................... 8
Positive Behaviour Guidance ................ 8
Sign In/Out ....................................... 8
Punctuality ....................................... 9
Meals And Snacks ............................... 9
Clothing/Sun Protection ......................... 10
Toys .............................................. 10
Sleep/Rest Time .................................. 10
Illness ........................................... 11
Safety/ Emergency Procedures ............... 11
Accidents ....................................... 12
Medications ..................................... 12
Immunisations ................................... 12
Grievances ...................................... 12
What To Bring ................................... 12
Appendix 1 – School And Gurewicz Early Learning Centre Calendar 2017 ........................................... 13
Appendix 2 – School Exclusion List ............ 14
Appendix 3: Direct Debit Request and Payment options ...................................... 15
Appendix 4: Driveway Procedures .............. 16
PHILOSOPHY STATEMENT

The Yeshivah-Beth Rivkah Pre-Schools are the gateway to the Yeshivah - Beth Rivkah Colleges.

Chabad Chassidic chinuch (educational philosophy) is the foundation and ethos of our schools, which welcomes and embraces all families into our Centre. The light of Chassidus permeates every kinder room as articulated by the Rebbe through his Mitzvah campaign and readying the world for Moshiach.

We believe that all children have the right to experience quality child care. Essential to the Centre philosophy is the need to maintain a warm, positive and co-operative environment in which children can grow and learn. Such a nurturing environment is deemed vital for the development of self-esteem and confidence.

Our Pre-Schools aim to develop the "whole person", and as such provide a balance of social, Jewish and General studies as well as life skills, to promote the child's complete personal development.

Our philosophy draws on and is developed by values held by staff, families and management and reflects the needs and values of the community. Families are encouraged to ask questions and to raise issues about our Centre's policies at any time. This process respects and values the views of all and enhances clarity and understanding. This ensures a sound basis for building and planning programs for children at our Centre.

We value the child within the context of the family and we believe that the family is the primary educator of the child. Each child's family knows their child best, and staff work in partnership with families to ensure the best outcomes for children. Family bonds are respected and nurtured through the development of open communication and close working relationships between home and the Centre. We believe that the child's overall development will be enhanced by this.

Positive self-esteem and self-concept are essential for optimal learning and development of children. Strong emphasis is placed on genuineness, creativity, honest self-expression, and freedom of choice. In this climate children become increasingly self-aware and accepting of themselves, and in turn, more tolerant and accepting of others, and the wider environment.

We strive to promote a sustainably friendly environment – in both looking after and educating our children and families in sustainable practices.

The staff works to accommodate and facilitate a wide range of differences between children. All children need to feel they are valued as individuals, with unique abilities and interests, and capable of achieving their potential. This takes account of qualities including rates of development, styles of learning, needs, and interests. Children are provided with an environment rich in materials, equipment and instruction, so as to explore, to experiment, and to experience the world in their own way and in their own time. This is based on the assumption that children learn best by actively doing things, through play. Learning through play becomes a natural extension of the child's curiosity. Play can take a variety of forms, modelling, observing, imitating, experimenting and experiencing. We plan the experiences that are the basis of the pre-school curriculum based on these forms of play experiences, together with the children's present developmental stages and past and current interests.

Attention to children as individuals ensures that learning experiences offered are challenging and achievable. In their interactions, staff consistently demonstrates sensitivity and respect to a wide variety of backgrounds and family structures.

We believe children learn best in an atmosphere of warmth, safety, and security. We create an atmosphere that is respectful of individuality, and where physical, intellectual, and emotional growth is nurtured.

NATIONAL QUALITY FRAMEWORK

Our Centre complies with the National Quality Framework which aims to raise quality and drive continuous improvement and consistency in education and care services.

The National Quality Standard sets a national benchmark for the quality of education and care services. The Yeshivah Beth Rivkah Pre-Schools has achieved an “Exceeding” rating in ALL 7 Quality areas.

This is an outstanding achievement!

The National Quality Standard is divided into the following Quality Areas:
1. Educational program and practise.
2. Children's health and safety.
3. Physical environment.
4. Staffing arrangements.
5. Relationships with children.
6. Collaborative partnerships with families and communities.
7. Leadership and service management.

Further information on the policies and the frameworks can be found in the policy and philosophy document located in the foyer.
**ENROLMENT PROCEDURES**

Applications for Admission to Pre-School are invited at any time, and can be picked up and lodged at the Gurewicz Early Learning Centre.

Generally places will be allocated in order of application. However, consideration will be given to special cases. Places will be offered as vacancies occur according to our Priority of Access, as stated in the Philosophy and Policy document.

An application for admission fee of $100 is non-refundable if a place is offered to your child. In the instance that your child is not accepted this application fee will be refunded in full.

Parents wishing to withdraw their child from our Pre-School are to give one quarter’s notice in writing to the Pre-School Head and any advanced fees paid will be refunded on a pro rata basis.

Gurewicz Early Learning Centre is pro-active in enabling access for children with additional needs and from ethnic backgrounds, provided that the staff can adequately meet the child’s needs.

Where care is sought for such a child, it is appreciated if as much notice as possible can be given, in order to organise supports such as additional staff as required. The Centre actively liaises with Jewish Care, FKA, Noah’s Ark, City of Glen Eira and appropriate resource centres to support children with additional needs.

**HOURS AND FEES**

Gurewicz Early Learning Centre operates as a Long Day Care Centre.

Our Pre-School operates for 48 weeks of the year and is an approved childcare service and eligible parents may claim Childcare Benefit and Childcare Rebate to reduce their fees.

**Hours**

Monday – Thursday: 8:00am – 6:30pm
(Before care 8:00am-8:20am and aftercare 4:15pm-6:30pm)
Friday: 8:00am – 3:15pm
8:00am – 2:45pm during Term 2 and for the first 5 weeks of Term 3 (till the 18th August inclusive)

(Before care 8:00am-8:20am)

**Fees 2017**

Childcare is available for 48 weeks from Wednesday 1st February 2017 to Friday 29th December 2017. Childcare will be billed over 46 weeks from Wednesday 1st February 2017 until Friday 15th December 2017 at $407 per week (less childcare benefit). The fees are collected via the administration office.

Fees are payable 1 quarter in advance unless some other mutually agreed payment plan has been arranged with the administration office. A receipt will be issued after payment.

Fees include: all incursions and excursions, participation in all programs including music, a gross/fine motor sport program and a coloured sun hat.

**PAYMENT OPTIONS**

See Appendix 3 - Page 15 Direct Debit form.

**CHILD CARE BENEFIT**

Childcare Benefit helps with the cost of your childcare. It can be paid directly to the Childcare Centre and reduces the fees you pay. To make further enquires about your eligibility, contact the Family Assistance Office (FAO) on 13 61 50. They will assess the family and identify the percentage of childcare benefit that you are entitled to and this amount will be deducted from your childcare fees. The rate of Childcare Benefit you will be entitled to is based on your income and other eligibility factors.

FAO have set down the following regulations for families receiving Childcare Benefit:

- **24-hour limit**: There is a limit of twenty four hours per child per week of Childcare Benefit that is not work related. Eligible parents, that are those who are working, studying or actively seeking employment, are able to claim up to 50 hours per week of Childcare Benefit. Please check your eligibility with Centrelink.

- **Immunisation**: To claim Childcare Benefit you need to prove that your child’s immunisation is up to date.

- **Absences**: Childcare benefit will be paid for ‘approved’ days that your child is absent from the centre. Approved days include absences due to:
  - Illness with a medical certificate
  - Rostered days off with a letter from the employer confirming the RDO
  - A child being excluded from care due to an outbreak of an infectious disease against which the child has not been immunised
  - The parent must provide a medical certificate or a written statement
  - Student free day at the school that a sibling attends

Provided your child is absent for one of the above reasons, there is no limit on the number of absent days that you can claim childcare benefit for.

In addition, the Government will pay childcare benefit for the first 42 days per financial year of absences taken for any reason including approved and non-approved absences.

Once you have used up your 42 days of absences per financial year, you cannot claim childcare benefit for the days your child is absent unless it is for an approved absence. If you have used up your 42 days of absences, and your child is absent for a non-approved reason, you will not receive childcare benefit for the day your child is absent and you will be responsible for 100% of the fees for that day.

**FAMILY INVOLVEMENT AND COMMUNICATION**

We value the concept of the family. When your child enters our Centre he or she becomes part of our Gurewicz Early Learning Centre family and family members are welcome to visit our Centre at any time.

Family involvement plays a crucial role in bridging the gap between the home environment and the Centre. Consistency can be achieved when families are encouraged to participate in a meaningful way. We particularly encourage families from different cultural backgrounds to contribute their knowledge and skills.

Families are encouraged to be informed of, and contribute to, the policies and management of the Centre which can be via representation on the Parents Association. This Association is comprised of administrators, staff and family members.

The main function of the Parents Association is to help develop specific policies in relation to the operation of the Centre and fund raising activities. An Annual General Meeting is held to elect members. Families will be asked to nominate representatives, and will be notified as to who is elected.

Meetings are conducted regularly throughout the year. Sub-committees will be convened as required. Meetings are advertised via the community newsletters.

Information evenings are scheduled for prospective families to have the opportunity to meet staff, view facilities and find out more about our Pre-School Centres.
ORIENTATION

The Gurewicz Early Learning Centre provides many opportunities for children to visit our kinders before they begin. To ensure a successful and comfortable adjustment to Gurewicz Early Learning Centre, children may need a gradual introduction to the Centre. We encourage you to spend the time with your child in orientation. Families can telephone the staff at any time to inquire about their child. The Gurewicz Early Learning Centre encourages families to undertake pre enrolment visits at the Centre, including music and story-telling sessions which are held each month for children enrolled for the following year.

Information evenings are scheduled at the beginning of the year during which families have the opportunity to meet staff, view the facilities and find out more about our kinder program. The staff welcomes each child warmly on arrival and involves the children in interesting activities to facilitate their willingness to part from their families. Where a child speaks a language other than English, staff learns key phrases and words in the child’s home language in order to assist the child in feeling secure in the Centre. Settling in is tailored to meet both the families and children needs.

For children beginning in the 3 year old kinders it is preferred that they are picked up after lunch by 12.30pm in the 1st week and start the sleep/rest program in their 2nd week at the Centre. All settling in procedures are tailored to meet families’ needs so please discuss your requirements with the Staff / Pre-School Head and we will do our utmost to accommodate you. Please note that your child should be toilet trained by the start of the kindergarten year.

INCLUSION

Gurewicz Early Learning Centre offers an inclusive program which aims to ensure children have access to our centres including those from non-English speaking backgrounds and with additional needs. We cater for children between the ages of 3 (by the 30th April) to 5 years (till they enter Foundation).

Our Early Learning Centres support inclusion by:

- providing information to families and staff
- assisting families to access appropriate children's services
- referrals to other relevant services
- liaison between services
- assisting staff in developing programs or strategies for individuals or groups of children
- providing on-going support to families and staff
- offering in-services and professional development

STAFFING

Our centre is staffed by qualified and experienced staff including Early Childhood educators, Jewish Studies teachers and Early Childhood Assistant educators. There is at least one staff member on duty with First Aid qualifications.

GUREWICZ EARLY LEARNING CENTRE PROGRAM

Children at our Centre are provided with a varied and stimulating planned activity program, aimed at developing their physical, intellectual, emotional and social growth in an enjoyable and challenging manner. Planning involves overall plans for the group of children and for individual children in the room.

These are developed from observations made of the children in their room.

Developmentally appropriate activities and experiences are provided each day through the planning process. The importance of learning through play is acknowledged as play is the natural way children learn about themselves and the world around them. We feel that our most important role when with children and when introducing new concepts to them is to consistently show support and encouragement for their efforts.

As part of our Chinuch, we promote a love of Judaism and Jewish values. The culture, laws, customs and tradition of Judaism are taught in a variety of ways including song, story, art, craft and drama.

We present an integrated approach to the Early Learning Centre curriculum. Focussing around the Jewish calendar, the Jewish and Chassidic holidays, לברכה (Blessings for food). Students participate actively in לברכה and in the weekly שבת Shabbat party.

Children are introduced to the letters of the Hebrew alphabet which is presented at their developmental level and stage of readiness. Hebrew language is incorporated at every opportunity through play, stories and songs. Vocabulary grows through identification of common objects in the classroom, parts of body, members of the family, seasons, numbers and colours, etc.

"Jewish tradition perceives children as worthy and deserving of our greatest resources of time and energy to create an environment that is both physically and spiritually nurturing. For it is the children who embody the purity of intent, sincerity, faith and enthusiasm for life."

-The Rebbe
MUSIC PROGRAM

Music is an integral and much enjoyed part of the Gurewicz Early Learning Centre and is incorporated into our program on a weekly basis. Music plays an important role in many areas of child development. The benefits of a music and movement program in preschool aged children are vast and include, but are not limited to:

- Promotes creativity and imagination
- Provides a safe space to explore improvisation
- Refines listening skills – noticing changes in tempo or pitch
- Improves gross motor skills
- Encourages group participation – improves social skills
- Improves balance, rhythm and coordination through dance and movement
- Creates body awareness through actions involving all parts of the body.

Many genres of music are incorporated into the program and the Jewish calendar is reflected in many of the songs and music chosen. A vast range of instruments and props are used to reinforce musical concepts. Drumming (a real favourite) has also recently been included into the program.

EXCURSIONS/INCURSIONS

Excursions and incursions are a valuable learning experience and are organised throughout the year to enhance the planned program. You will be asked to sign permission slips for each excursion. These inform you of the date and other details of each excursion. Children will only be permitted to go on excursions if these permission slips are returned to the teacher in time.

POSITIVE BEHAVIOUR GUIDANCE

It is the goal of staff to help children become happy, cooperative participants in the program through positive and non-threatening behaviour guidance techniques. Our most important role when managing children is to consistently show support and encouragement for their efforts. An outline of the principles of our policy is in the Philosophy and Policy document, available in each of our Centres.

SIGN IN/OUT

Please greet staff when you arrive. This helps them to encourage your child to settle into their day at the Centre. In order to comply with Government regulations, attendance books are kept. Your child must ALWAYS be signed IN when arriving and OUT when leaving.

NOTE: Children will only be placed in the care of people listed in the Personal Record form. Please nominate all people who are authorised to collect your child from the centre. Any changes to this arrangement should be made in writing.

NOTE: If there are special circumstances where a certain person is NOT to collect your child, a Court Order (original) must be sighted and a copy kept in your child’s file at the Centre.

PUNCTUALITY

Please be punctual in picking up your child. A child can be rather distressed if he or she is the only one left behind. It is vital to inform staff of unexpected delays. If a child has not been picked up by 6.30 pm then staff will follow the procedure outlined in the Philosophy and Policy document.

MEALS AND SNACKS

Our Centres aim to create a safe environment for children who are allergic to nuts and products containing nuts. Parents are asked not to bring nuts or food containing nuts into the Centre and to be vigilant and very careful in checking for nuts and nut traces in all ingredients that they may use in the food their child brings into the Centre. Nut allergies can be life threatening and even touching nut products can cause illness, even fatality.

Goal: To supervise and assist children to receive safe and nutritious food.

Strategies:
- Parents will receive advice on both suitable and unsuitable food to pack for their children
- Water is available at all times throughout the day
- Jugs and mugs are available for the children to use
- Staff should be informed of perishable food products
- Meals Each child must bring a kosher, nourishing, milchig (dairy) or parve lunch (neither meat nor dairy), as well as morning tea. If a parent is unsure about the kashrut of a food item we have a kosher list in the kinder so that they can be stored in an appropriate temperature.

Birthdays

Having a birthday is a wonderful experience for children. Celebrating birthdays at the Gurewicz Early Learning Centre is an opportunity to give individual children great enjoyment and a boost to self-esteem and self-confidence. We have a special celebration and invite family and friends to join us.

In some of our Centres the cakes are baked with the children and parents are asked to make a donation to the kinder. This enables us to purchase extra resources for the centre. In other Centres
in addition to a spare jumper or jacket in case the weather becomes unpredictably cold. These need to be named and returned promptly to the Centre if it has been sent home after use.

Thongs, plastic sandals, crocs and backless shoes are not acceptable. Gumboots may be worn to and from the Centre, but shoes must be sent along.

We encourage children to dress and undress themselves, thereby enhancing their self-help skills. Staff assistance is provided willingly as necessary.

Children should be adequately dressed for indoor temperatures and outdoor weather conditions.

The Gurewicz Early Learning Centre Sun Smart policy has been developed to try to ensure that all children attending the Centre are protected from skin damage caused by the harmful ultra-violet rays of the sun. It is to be implemented throughout the year but with particular emphasis from September to April. A combination of sun protection measures are used whenever the UV levels reach three and above. UV levels and sun protection times are monitored each day to help with the implementation of this policy.

We supply sunscreen but ask parents to provide sunscreen if a specific one is required by their child (e.g. for sensitive skin). Staff will apply sunscreen as required. Use by date of sunscreen will be checked as it has been found that sunscreen loses its effectiveness after 12 months. All children must wear a hat when outdoors whenever the UV levels reach three and above. Children who do not wear hats will be asked to play in an area protected from the sun.

The Centre supplies hats to all children in the Centre. These are colour coded according to the group. If a child uses a spare hat, the hat is sent home to be washed and should be returned the next day. We also encourage all children to wear Australian approved sunglasses. A more comprehensive outline of our policy is in the Philosophy and Policy document.

TOYS

We ask that toys not be brought to kinder; a soft toy for rest time is welcome.

SLEEP/REST TIME

All children are encouraged to have either a rest period or a sleep after lunch. A calm and relaxing atmosphere is created during the rest period. For the first half hour, all children are encouraged to rest and soft music or stories are played. For those children who are awake we supply activities which the child can play with quietly. We work with the needs of each child and family as to how much or little sleep that child needs.

ILLNESS

Please be considerate of the health of your child and others at the Centre. If your child has an infectious disease (e.g. thrush, conjunctivitis, gastroenteritis) or is so uncomfortable that she/he will be miserable all day, please make other arrangements.

REMINDER!

We suggest you keep your child home:

• If he/she has a fever or has had one during the previous 24 hour period
• If he/she has a cold that is less than 4 days old
• If he/she has a heavy nasal discharge
• If he/she has a constant cough
• If he/she is fuzzy, cranky, and generally not himself/herself
• If he/she has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus fever). Please notify the school at once if the child does have a communicable disease.

If your child becomes ill whilst at the Centre he/she will be separated from the group and we will phone you to come and collect your child (or the person nominated as an Authorised Nominee on your behalf if parents cannot be contacted).

A Department of Human Services PERIOD OF EXCLUSION LIST is included as Appendix 2. Please ensure that you adhere to the specifications.

If your child has an infectious disease which is not stated on the Exclusion List the child may be excluded at the discretion of the Head of Yeshivah - Beth Rivkah Preschools and the parent may be asked to produce a medical certificate before the child can recommence care.

Signs will be posted if a child attending the Centre has developed an infectious disease.

SAFETY/ EMERGENCY PROCEDURES

Each centre has comprehensive safety, accident and emergency evacuation procedures which are posted at all exits. All staff are familiar with and able to implement these procedures. For details of the procedures, please refer to the Philosophy and Policy document.
ACCIDENTS
All accidents are recorded in an accident register, where the circumstances and treatment are recorded. The parent/guardian will be requested to sign confirming the notification of the incident.

MEDICATIONS
If you have any medication for your child PLEASE HAND IT TO STAFF.

Medication is only administered under the following conditions:
1. Medication is recorded in the Medication Booklet and SIGNED by parents/guardians
2. Staff will record administration of medication
3. If it is a prescribed medicine it MUST be prescribed for your child
4. The medication will not be given if out of date
5. Staff will not administer more than the prescribed dose
6. Parents must inform staff of time of the last dose.

IMMUNISATIONS
Immunisation is particularly important for children in child care.

The ‘No Jab No Play’ policy requires children to be fully up to date with vaccinations before they can commence at early childhood education and care services (excluding outside school hours care).

It is the policy of the Centre that all children attending the Centre be immunised according to the State of Victoria Immunisation Schedule. Proof that your child has received immunisation appropriate for their age is required on enrolment and when subsequent immunisation occurs.

If your child has not been immunised, and an epidemic occurs then your child must be excluded from the centre according to the Exclusion list.

GRIEVANCES
The procedure for parents with a possible grievance:
1. Discuss concern with the staff in the room
2. The Pre-School Head will then be consulted. If the parent is still not satisfied the matter would be brought to the attention of the Heads of the School
3. If there are still concerns, a written complaint can be sent to:

The Department of Education and Training
Southern Metropolitan Area Team
Level 5, 165-169 Thomas Street
Dandenong Victoria 3175
Telephone: (03) 8765 5787
P O Box 5
Dandenong Victoria 3175
Email: smr.qar@edumail.vic.edu.au

WHAT TO BRING
Each child should bring the following NAMED articles:
• 1 blanket (cot size)
• 1 fitted sheet (cot size)
• 1 bag for linen
• 1 lunch box clearly labelled with name
• 1 bag (large enough to hold lunch box, belongings and art work) able to be opened by the child, and have shoulder straps
• 1 large bag containing a complete change of clothing all labelled with name.

Tzedaka
Charity is a fundamental Jewish concept, so we encourage each child to bring a coin daily for תְּזוּדָא. Please send מיתות notes to kinder with your child. These will be read daily.

And, of course, a great big smile 😊

APPENDIX 1 – SCHOOL AND GUREWICZ EARLY LEARNING CENTRE CALENDAR 2017

YESHIVAH – BETH RIVKAH & GELC TERM DATES 2017
5777/5778 ניוון /ריוון

Term Denotes GELC Childcare available

** Term 1 – Wednesday 1 February [students] – Wednesday 5 April (Friday Close 3.15pm)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 24 April</td>
<td>** Term 2 commences for staff &amp; students</td>
</tr>
<tr>
<td>Tue 25 April</td>
<td>ANZAC DAY</td>
</tr>
<tr>
<td>Sun 16 April</td>
<td>School Open with Commemorative Assemblies</td>
</tr>
<tr>
<td>Sun 23 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Tue 25 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Thu 27 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Fri 28 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Wed 5 May</td>
<td>Mid-Term Break</td>
</tr>
<tr>
<td>Thu 6 May</td>
<td>School Closed ** Staff Reporting Day 8:00 – 1.00</td>
</tr>
<tr>
<td>Thu 12 May</td>
<td>Queen’s Baby - Grandparents Day (Print)</td>
</tr>
<tr>
<td>Thu 19 May</td>
<td>School closures regular time for term vacation</td>
</tr>
</tbody>
</table>

Term 2 – Monday 24 April – Friday 30 June (Friday Close 2.45pm)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 24 April</td>
<td>Term 2 commences for staff &amp; students</td>
</tr>
<tr>
<td>Tue 25 April</td>
<td>School Open with Commemorative Assemblies</td>
</tr>
<tr>
<td>Wed 26 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Thu 27 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Fri 28 April</td>
<td>School Closed</td>
</tr>
<tr>
<td>Tue 31 May</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Wed 1 June</td>
<td>School closed</td>
</tr>
<tr>
<td>Thu 2 June</td>
<td>School closed</td>
</tr>
<tr>
<td>Fri 3 June</td>
<td>School closed</td>
</tr>
<tr>
<td>Wed 1 Jun</td>
<td>School Closed</td>
</tr>
<tr>
<td>Thu 2 June</td>
<td>School Closed</td>
</tr>
<tr>
<td>Fri 3 June</td>
<td>School closed</td>
</tr>
</tbody>
</table>

Term 3 – Tuesday 19 July [students] – Thursday 28 September (Fri Close 3.45pm first 5 weeks of Term 3. Resume 3.15pm close 25 Aug

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 17 July</td>
<td>** School Commence Day</td>
</tr>
<tr>
<td>Tue 18 July</td>
<td>Term 3 commences for students</td>
</tr>
<tr>
<td>Mon 24 July</td>
<td>School closures 3.15pm (all campuses)</td>
</tr>
<tr>
<td>Tue 25 July</td>
<td>School closures 3.00pm (all campuses)</td>
</tr>
<tr>
<td>Wed 26 July</td>
<td>School closures 3.15pm (all campuses)</td>
</tr>
<tr>
<td>Thu 27 July</td>
<td>School closures 3.15pm (all campuses)</td>
</tr>
<tr>
<td>Fri 28 July</td>
<td>School closures 3.15pm (all campuses)</td>
</tr>
</tbody>
</table>

Term 4 – Wednesday 19 October – Wednesday 13 December [students] (Friday Close 3.15pm)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 16 October</td>
<td>** Term 4 commences for staff &amp; students</td>
</tr>
<tr>
<td>Thu 17 October</td>
<td>School Open</td>
</tr>
<tr>
<td>Thu 24 October</td>
<td>School Open</td>
</tr>
<tr>
<td>Thu 31 October</td>
<td>School Open</td>
</tr>
<tr>
<td>Fri 1 November</td>
<td>School Open</td>
</tr>
<tr>
<td>Wed 6 November</td>
<td>School Open</td>
</tr>
<tr>
<td>Thu 7 November</td>
<td>School Open</td>
</tr>
<tr>
<td>Fri 8 November</td>
<td>School Open</td>
</tr>
</tbody>
</table>

Closures are available for GELC students from 1.15pm Wednesday 13 December until Fri 29 December (except Monday 26 & Tuesday 27 Dec)
## Schedule 7

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Paratyphoid (atyphoid)</td>
<td>Exclude until 14 days after onset of symptoms of acute paratyphoid</td>
<td>Refer to schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7.</td>
</tr>
<tr>
<td>Appendicitis</td>
<td>Exclude until 14 days after onset of symptoms of appendicitis</td>
<td>Refer to schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Coccidioidomycosis</td>
<td>Exclude until recovery is confirmed by culture or other suitable method of examination</td>
<td>Refer to schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eye has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cherokee</td>
<td>Exclude until 14 days after onset of symptoms of Cherokee</td>
<td>Refer to schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7.</td>
</tr>
<tr>
<td>Clostridium tetani</td>
<td>Exclude until 14 days after onset of symptoms of tetanus</td>
<td>Refer to schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until there has not been a loa...e antibiotic therapy</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Dotterella (bees)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ehrlichia</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes zoster</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sore)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human T-cell lymphotropic virus type I (HTLV-1)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human T-cell lymphotropic virus type II (HTLV-2)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza A</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza B</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Malaria</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (bacteria —other than meningococcal meningo)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal meningitis</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Norovirus (St Norwalk-like agents)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Overweight (body mass index &gt;25)</td>
<td>Not excluded</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scarlet Fever (Scarlatina)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigellosis</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Swine-acute respirator syndrome (SARS)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tetanus</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid (including paratyphoid fever)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhus</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Varicella-zoster (chickenpox)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Yellow fever</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

**Statutory rule**

A person in charge of a primary school or children’s centre must not allow a child to attend the primary school or children’s centre for the purpose or in the circumstances if it is notified by the child’s infectious disease centre in column 1 of the schedule in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the schedule in Schedule 7.

The person in charge of a primary school or children’s centre, when notified by the early childhood centre in column 1 of the schedule in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the schedule in Schedule 7, must not allow the child to attend the primary school or children’s centre for the purpose or in the circumstances if it is notified by the child’s infectious disease centre in column 1 of the schedule in Schedule 7.

Further information for further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 515 180  or visit health.vic.gov.au.
APPENDIX 4 - USE OF THE GUREWICZ EARLY LEARNING CENTRE AND YESHIVAH PRIMARY DRIVEWAYS

We offer parents of the Gurewicz Early Learning Centre assistance at drop off and pick up times to help alleviate parking and traffic issues.

Kinder 1 - Kinder 8: driveway along Balaclava Rd and Kinder 9 - Kinder 10: driveway at Yeshivah Primary, Hotham Street.

This service can only work with everyone's cooperation.

Please note that if you want to walk your child in or collect them yourself, or need to speak with a teacher, you will need to use street parking. If you plan to use the driveway, kindly note the following important points:

1. K1-K8 A staff member will collect kinder children from your car in the morning (if not accompanied by a sibling) and escort them to their kinder room.
2. K9-K10 kindergarten children will wait in the foyer of Yeshivah Primary until a staff member collects the kinder children and escorts them to their kinder room.
3. In the afternoon staff will bring your child out to your car. Please note that if you are also picking up a primary school child you CANNOT do driveway pickup.
4. Parents will not be permitted to leave their car when using the driveway.
5. Move on as quickly as it is safe to do so and as advised by the traffic staff.
6. Drive slowly and give way to pedestrians at all times.
7. Park within the lines of one of the marked spaces as soon as it is available.
8. Children should only exit the vehicle on the footpath side.
9. Move up as soon as the space in front of you is free and if it is safe to do so.
10. No right turn is permitted out of the drive way.
11. When a parent arrives in the driveway in the afternoon, please show the coloured card (to be given out first week at kinder) with your child's name and kinder number to our driveway staff, who will be in contact with the kindergarten staff to ensure that your child is escorted out to your car.
12. Staff will ONLY hand over a child to an 'authorized' person that you have nominated on the Personal Record Form.
13. Council Restrictions - Please be aware of the parking restrictions on Balaclava Rd and surrounding streets and the No Right Hand turn as you enter/exit the driveway.

There is a no parking area from 3:30pm – 4:30pm (Monday to Thursday) and 2:30pm – 3:30pm (Fridays) from just outside the Gurewicz Early Learning Centre driveway till Hotham Street. Please DO NOT park there as not only can it incur a fine but it also impinges on the flow of traffic into the Gurewicz Early Learning Centre driveway.

Hours of operation for Balaclava Road Driveway - Driveway gates open
Morning 8:15am - 8:45am
Afternoon M-Th: 3:30pm - 4:15pm.
Fridays:
Term 1, 3 (from 25 Aug incl) and 4: 2:30-3:15pm
Term 2 and 3 (till 18 Aug incl): 2:00-2:45pm

Hours of operation for Hotham Street, Yeshivah Primary Driveway - Driveway gates open
Morning 8:15 am – 9:00 am
Afternoon M-Th: 3:30pm – 3:45pm.
No entry for kinder pick up after 3:45pm
Fridays:
Term 1, 3 (from 25 Aug incl) and 4: 2:45 - 3:00pm
Term 2 and 3 (till 18 Aug incl): 2:15-2:30 pm

Many parents arrive just before closing time and are still waiting in a queue to enter. Please note that you will need to come earlier as we will not keep the gates open beyond these times.

The safety of our children is of paramount importance so please be aware of children’s movements and drivers must be vigilant of this at all times. Your cooperation in this vital safety initiative is essential.

A permission form will be sent to you at the beginning of the year asking for written permission for your children/children to use these driveways.

We are always looking at improving the system of smooth pick up and drop off and we are open to any suggestions that you may have.

Thank you for your cooperation,
Barbara Belfer
Head of Yeshivah Beth Rivkah Pre-schools