



GAN GABI & RIVKI ELC

Family Handbook

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WELCOME

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We welcome you to Gan Gabi & Rivki Early Learning Centre. We are a Centre dedicated to the care and wellbeing of your child. We hope this handbook will be a valuable guide for you. We look forward to the beginning of a long and happy association.

Gan Gabi is a fully registered Long Day Care Centre who abide by the Education and Care Services National Regulations 2011 and the National Quality Framework. We offer a funded 4-year-old kindergarten program where your child must attend for a **minimum of 15 hours**. We offer a warm and nurturing environment, with up to 74 places per day for children between the ages of newborn and school age.

Information can also be provided if required in other languages. Should you require any further explanation of the enclosed information please feel free to contact us.

PHILOSOPHY

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Current thinking in the field of Early Childhood Education echoes the statement by King Solomon, found in the book proverbs:

"Educate a child to his way and when he is old, he will not depart from it".

At Gan Gabi we believe that our Jewish values drive curriculum, environment and learning culture. By partnering with, and acknowledging each family and child's uniqueness, we collaborate on the creation of fun and learning environments that link body, heart, mind and spirit in our "Whole Child Development Program". Through the shared belief that we want to facilitate the best possible development opportunities for every child and strengthen Jewish Identity and connection, our curriculum is underpinned by the principles, practices and outcomes of the Early Years Learning Framework.

Our determination is to continue evolving with safe and stimulating environments that incorporate community values, traditions and practices, linking play, learning and emergent interests to the principles of family centred practice.

ROLE OF MANAGEMENT

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The role of management at Gan Gabi is to ensure that the Service runs responsibly, providing a safe, non threatening and progressive environment for families, staff and community.

Through a consultative approach, management formulates, reviews and implements policies and practices in accordance with current regulations and the National Quality Framework, supporting and overseeing strengths and continuous improvements.

Our policies provide structure, and promote appropriate and clear guidelines for families and educators.

POLICIES

We value the parents input as an integral part of policy making, this is an avenue for you to contribute into the running of your child's Service. We would appreciate your input and suggestions and encourage inquiries. It is the Service's right to make changes to any of its policies. We will advise you of any changes via email and/or by giving families a copy of the updated policy.

To view all of Gan Gabi's policies please ask the office staff and they will be happy to oblige.

THE CENTRE'S MANAGEMENT STRUCTURE

Directors Rabbi Yitzi and Draiza Engel

Coordinator Chelcee Karp

Second In Charge Corrinne Carosin

Educational Leader Adele Wilshansky

Office Manager Nikki Mizrahi

Special Events Leader Shterna Raskin

Teachers - Bachelor Of Early Childhood Education

Room Leaders - Diploma In Children's Services

Supporting Educators - Diploma or Certificate 3 in Children's Service

THE PROGRAM

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Our Jewish traditions and identity remain constant, as does the recognition that not only is each child unique, but learning occurs differently for each child. To this end, program and planning is a continuing, collaborative process, that takes into account the varied philosophies, practices and compatibilities of early childcare theorists and practitioners. With the input of our Educators, Jewish history, language and traditions balance effectively with secular and current curriculum practices, in safe, aesthetically pleasing, and stimulating environments.

INDIVIDUAL PLANNING

To support each child's learning path in light of our programming principles and Gan Gabi's quality improvement process, individual planning focuses on the child's unique learning in several ways. Through observation and analysis, educators are able to appropriately plan involvements and learning opportunities, informing individual families and encouraging input.

With the understanding that, for example, a child responds to visual stimulus strongly, and as an aspect of his/hers learning style, one-to-one, as well as group learning is set up to facilitate the child. This also offers play and learning opportunities for others with appropriate educators guidance.

CLUBS & SPECIAL EVENTS

Here at Gan Gabi, we pride ourselves in our unique Special Events that center around the Chagim and other significant days. We also have weekly interchangeable clubs for the Blue and Green Rooms.

DAYS OF OPERATION

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Gan Gabi operates Monday through Friday for just over 48 weeks of the year.

Gan Gabi is closed for Jewish Holidays, and open on all public holidays. **Fees will be charged for Jewish Holidays. For exact details and dates please see our [calendar](#).** Payments are payable until the last operating day of the year.

FEES AND PAYMENTS

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Fees are payable each **fortnight in advance**.

Gan Gabi's method of payment is through Xplor via Ezidebit. Credit cards will incur a surcharge. Fees will automatically processed from your account at the beginning of each fortnight.

Full day:	7:30 am - 6:00 pm Monday - Thursday
	7:30 am - 4:15 pm on Friday & Erev Chag during winter
	7:30 am - 5:00 pm on Friday & Erev Chag during summer

Daily Rate:

Orange, Purple Rooms	\$135.50 a day
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Blue and Green Rooms \$125.50 a day

Please note you can create an instant booking with [Mobile Bookings](#) on your Xplor app, this is subject to availability in the rooms.

These fees include all meals and snacks as well as nappies, wipes, sun hats and sunscreen.

LATE FEE POLICY

Please remember that our Educators have families to go home to and their own children to collect by a designated time. If you are late to collect your child two Educators have to stay behind and therefore both have to be paid overtime.

To cover this, a late fee of \$10 per 5 minutes will apply. This fee will be added to your next invoice. If lateness occurs more than 3 times, then the fee will increase to \$20 per 5 minutes. We hope that this policy will not need to be implemented and that all parents will show the appropriate respect to other's families, Staff and the Centre.

To notify the centre of a late pickup please call us as soon as you know.

HOLIDAYS

Full fees are payable when children are absent from the Service due to being on holidays or a general day off. To notify the centre of planned holidays and absences please use [Mobile Bookings](#) in Xplor. If an extended holiday is planned, four (4) weeks written notice is to be given and a 'holiday rate' (of 50%) will be applied.

SWAPPING DAYS

Days will only be swapped following four (4) weeks notification, and must fall within the same week. You are welcome to add extra day(s) via [Mobile Bookings](#) on your Xplor app, and this is subject to availability in the rooms.

ILLNESS

Full fees are payable when children are absent from the Service due to illness. To notify the centre of your child's absence due to illness please use [Mobile Bookings](#) in Xplor. Please familiarise yourself with the [Illness & Injury](#) policy.

CANCELLATION

In case of the need to cancel your child's place at the Service, you will need to give four (4) weeks' notice in writing.

CHILD CARE SUBSIDY

Child Care Subsidy programs provide financial assistance to eligible Families to assist with child care costs. These programs provide financial assistance to Employees who have children

enrolled, or who will be enrolled in Licensed or Accredited Family Care Homes or Child Care Centers. Please contact [Centrelink](#) for further details. If you want to get an estimate, you can try this [CCS calculator](#).

ORIENTATION VISITS

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Orientation sessions are opportunities to spend small periods of time at the Service to help parents and children become familiar with the environment and Educators before care begins. Parents are asked to remain in the building for the first visits that the Coordinator will organise for you. The basic outline of the orientation process is 30 min introduction and play for your first visit, the second visit is ½ a day for your child to build relationships with Educators and other children and take part in the routine and program. Familiarity with the Service will ease feelings of anxiety when it comes time to leaving your child on the first day of care. Educators will also ask you questions about your child to help understand your child's interests and needs.

WHAT DO I NEED TO BRING?

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CLOTHES

Please provide the following which will be stored in your child's tub.

Summer

- A set of spare clothing
- Appropriate underwear
- As we are a [Sunsmart](#) Centre, hats and sunscreen are provided.

Winter

- A set of spare clothing
- Appropriate underwear
- Remember a coat!

Please, also familiarise yourself with our [Clothing](#) and [Toileting](#) policies.

BEDDING, COMFORT & BOTTLES

Orange Room - Labelled cot sheet, pillow case, blanket, soft toy/dummy/bottle for rest time. Bedding will go home weekly to be washed. This will ensure hygiene and prevent infections and diseases spreading.

Purple Rooms - Labelled bedding, soft toy/dummy/bottle for rest time.

Blue and Green Rooms - Labelled bedding and drink bottle.

We discourage children from bringing their own toys to the Service apart from a comforter. If personal toys are brought to the Service, we cannot be held responsible if they are lost or damaged. The Service provides a large range of educational toys. War and superhero toys are discouraged at all times as they are believed to promote negative behaviour.

YOUR CHILD'S DAY AT GAN

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“YAY- I'M GOING TO GAN GABI!”

Starting the day at Gan Gabi is a shared experience. Building supportive and trusting relationships that your child is part of and continuing this throughout the day and departure time, is a priority. Staff are waiting to welcome you, so please greet them and assist in settling your child into the play/learning environment.

PROCEDURES AT DELIVERY AND COLLECTION TIME

When you arrive at the centre it is most important that you sign your child in. You have the Xplor app on your smartphone, which parents/ guardians are required to [sign in and out](#) their children with. If your phone is not with you, there is an electronic sign in Kiosk outside the Purple Room. We have also sign in ability via the [HUB](#) in each room for your extra convenience. It is important to note that person's dropping off / picking up your child need to be over the age of 18, and are authorised to use the sign in and out kiosk - these people are set up as an [Xplorer](#), which only you, as the parent can invite. The app and kiosk accurately records the pick up and drop off times. Accurate daily attendance records are required for the child care management system (CCMS) and are an Education and Care Services National Law Act 2010 (VIC) requirement. Attendance records are also required in the event of centre evacuation. Please ensure that all emergency contact and phone numbers are current should we be required to use this information in an emergency. Please familiarise yourself with Gan Gabi's [Delivery and Collection](#) policy.

XPLOR POSTS

Xplor provides real-time opportunities for families to connect with Educators at Gan, keeping you up to date with your child's meals, toileting and sleep throughout the day. We also aim to send you daily photos or video [posts](#) of your child's learning in action.

MENU

We are so lucky to have a talented chef who makes delicious and nutritious Kosher meals for the children every day! We provide breakfast, morning tea, lunch, afternoon tea and a late snack.

“LOOK WHAT I DID TODAY!”

Chatting with your child about the day, and their play and creations is an opportunity to communicate and connect, and we invite families to be part of their own child's progress and ongoing development. Looking at your Xplor posts at the end of the day together with your child is a lovely way to interact and link home life with Gan.

At Gan Gabi we pride ourselves on positive approaches to behaviour management with the “whole child” as our focus. We are proud of our [Behaviour Management](#) policy.

CULTURAL CEREMONIES

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At Gan Gabi, it is customary for boys turning 3 to celebrate the Opsheren – a hair cutting Ceremony and we would love to share in this special occasion with you. Please inform your Teacher or Room Leader about your upcoming date and all the necessary preparations will be put in place.

When a boy turns 3 we encourage the family to purchase a sefardi kippah from Golds. If family is unable to go to Golds we have sefardi kippot in Gan that your child is able to choose and purchase. When the child is able to choose their own kippah, this gives them a sense of pride and gives them an excitement to wear their kippah.

BIRTHDAYS

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In recognition of how special each child's birthday is here at Gan Gabi, we invite families to be part of our celebration. Some of our birthday options include baking a cake here at the Centre and creating nutritious treats in the room together with the children and the educators (eg. fruit platter). As your child's birthday approaches educators in your child's room will collaborate with the family on how we will celebrate together. It is customary for each child to donate \$20 towards purchasing a book for the room- a special Gan Gabi label will be affixed to the book with the name of your child.

IMMUNISATION

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Please be advised, according to the ‘No Jab, No Play’ policy your child will not be allowed on the premises if the [immunisations](#) and record are not provided and up to date.

MEDICATIONS

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It is imperative that no medications are left in your child's bag. Please notify your child's educator of any current, or long term medications that apply to your child. We request that all parents/caregivers read our [Administration of Medication](#) policy.

SUGGESTIONS & INPUT

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We realize that no one is perfect and we are no exception. Although we aim to be as professional as possible, at times unforeseen circumstances arise. Educators will try to communicate any issues however, during times of emergency or busy moments, this may not occur.

If you have any concerns about the Service, or the level of care your child is receiving, we want to know. We need to get both positive and negative feedback in order to learn and grow. Parents should be reassured that any complaint would never adversely affect the care provided to their child. We ask that any complaints be directed to the Coordinator as it can be disruptive to the children's program and upsetting for Educators and children if angry confrontations occur in an inappropriate public forum.

Director - Mrs Draiza Engel, 0433 092 693, draiza@chabadbentleigh.com

Coordinator - Mrs Chelcee Karp, 9570 6707, coordinator@gangabielc.com

Co-Director - Rabbi Yitzi Engel, 0433 209 423, rabbiyitze@chabadbentleigh.com

Rabbi - Rabbi Mendel Raskin, 0425 759 428, rabbi@chabadbentleigh.com

If you are dissatisfied with the way we have responded to your complaint, you can contact the [Department of Education and Training](#).

"We look forward to seeing you in Gan soon!"
