



CRECHE

INFORMATION BOOKLET 2019

Bialik College Creche is an Approved Long Day Care Centre

STATEMENT OF PHILOSOPHY

Bialik is unique as it is Australia's pluralist Jewish school embracing the entire Jewish community regardless of affiliation or practice. Our students have a strong and positive relationship with Israel and they enjoy exploring the complexity of Jewish life. Their experience of Judaism is expansive and inclusive, embracing the reality that there are different paths for different people.

Bialik College teaches and celebrates the richness of Jewish life and provides an experience of Judaism that is embracing and outward-looking, whilst traditional at base. Students develop skills, dispositions, knowledge and values that are essential for them to become active members across our Jewish community. As students mature, their engagement with Judaism becomes increasingly expansive, equipping them to make informed choices about their Jewish practice and identity.

The Bialik College Creche is inspired by the Reggio Emilia educational approach and the National Early Years Framework which challenges our role as educators to strive to make visible the curiosity and resilience of the young child through active listening. Bialik supports the values of respect, integrity, perseverance empathy and responsibility and these are values that are lived every day. Children come to creche with many variances in their thinking, talking, physical and social skills. Not only will each child be at a different stage in their development, but the pattern of their ongoing learning can be uneven.

As part of our approach, we continue to encourage the curiosity, wondering and thinking of the children through ongoing investigations. An Arts teacher (Atelierista) works closely with the educators to encourage exploration of materials, skills and development of ideas for children as researchers. Investigations throughout the day give children opportunities to challenge their thinking and scaffold their understanding using descriptive narrative communication. We at Bialik believe in the importance of time to revisit ideas and thereby deepen the children's learning.

Bialik's Cultures of Thinking, developed in collaboration with Project Zero at the Harvard Graduate School of Education, enhances learning, thinking and creativity in the Arts, as well as humanistic and scientific disciplines, at the individual and institutional levels. Cultures of Thinking focuses on further developing a school-wide philosophy that supports critical and creative thinking and the development of children's learning dispositions. It promotes deeper engagement, more flexible and energetic thinking and learning while also equipping children to become more comfortable in the face of ambiguity and uncertainty.

Educators are provided with an exceptional opportunity to undertake professional development within a team environment, working with some of the world's leading educational thinkers on an ongoing basis. Children, who explore a myriad of concepts

independently and in small groups, are the ultimate beneficiaries of the approach as it focuses on providing new strategies of learning to enrich their experience and develop thinking skills for their lives, both within and beyond school.

The Creche learning environment is specifically designed to celebrate and make visible the learnings and accomplishments of the children. Encouraged to be risk takers, to test theories and question, and in doing so acquire sound basic skills in all areas within day-to-day investigations, each child is recognised for their strengths, operating as an individual and as part of a group, which includes family, school and society.

Children are provided with a wide variety of experiences which encourage them to experiment, investigate, communicate and reason. For all of our children, we seek to cultivate a deep understanding of the rich customs and traditions within Judaism, essential in promoting an awareness of who they are as active members of the Jewish and global community and our strong connections to Israel. Designated Hebrew-speaking educators support the child in developing this awareness.

CONTACTS

Head of ELC	Daphne Gaddie	gaddid@bialik.vic.edu.au
Creche Manager	Melanie Turkopp	turkom@bialik.vic.edu.au
Creche Reception	Michelle Rabinov	Creche@bialik.vic.edu.au
Assistant Head of ELC and Head of Arts (Early Years)	Helene Oberman	obermh@bialik.vic.edu.au
Co-ordinator of Hebrew and Jewish Studies - Primary and ELC	Tali Barr-Waanders	barrwt@bialik.vic.edu.au
Nurse	Frances Postma	postmf@bialik.vic.edu.au
Parents' Association		bcpa@bialik.vic.edu.au

COMMUNICATION

You will be informed regularly about your child's involvement within the creche environment. This will be done in various ways, mostly via the Bialik Creche app, but also via email and through your child's learning portfolios and program books.

Emailed notices will also be sent out with school and creche information, events, notices and invites to parent catch-ups.

Details of notices, news and upcoming events will be communicated via the Bialik Creche app, the Creche Piazza screen and the bi-weekly College Notices. The College Notices are an important source of information from the school and the Parents' Association and you are encouraged to read it to stay informed of upcoming news and calendar events.

If your email details change please advise the Creche reception at creche@bialik.vic.edu.au and address to Michelle Rabinov.

Bialik College Website

The school website address is: www.bialik.vic.edu.au

Bialik College Creche App

A parent portal is provided to facilitate parent participation in their child's education and to be continually updated with school and child activities and news as well as items of interest.

The Bialik Creche app utilises tools specifically designed to help families, educators and staff connect to and exchange information about each child's learning, development, participation and routines. Through this medium, our key goals are to enhance learning, communication, collaboration, resource management and provide administrative efficiency.

Clear instructions will be given upon enrolment on how to upload the Bialik Creche App and commence immediate communication, feeds about your child's day, learning and routines.

Hours of Operation

The Creche program operates 48 weeks of the year. It is closed for two weeks at the end of the year and re-opens the first week of January. Hours of operation are as follows:

- 7.15am – 6.00pm Monday to Thursday
- 7.15am – 5.00pm Friday

2019 Key Dates

The creche will be closed for the following Jewish holy days:

- Festival of Pesach (Passover)
- Rosh Hashanah (New Year)
- Yom Kippur (Day of Atonement)

On Erev Pesach and Erev Rosh Hashanah the creche will close at 5.00pm. On Erev Yom Kippur (Kol Nidrei) the creche will close at 1.00pm.

The creche will be closed for the following State public holidays:

- New Year
- Australia Day
- Labour Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Grand Final Holiday
- Cup Day
- Christmas Day
- Boxing Day

PROGRAM

Our rich and varied program offers many opportunities for the children to explore, be curious and discover new interests and skills in a collaborative setting. This is enabled in a learning environment where a key focus is on the developing of relationships amongst children and with their educators. Incorporating the National Early Years Framework, our children choose experiences in which they would like to be involved and our educators support these choices where appropriate, encouraging individual thinking and social, emotional and intellectual development.

Bialik's Early Years Head of Arts Educator, together with the creche educators, will enhance and support the children's learning through the integration of a myriad of Art activities.

HEBREW AND JEWISH STUDIES

Creche children are immersed in Hebrew language daily. The program is tailored to the children's interests and personal needs. We aspire to create a connection between the children, their Jewish heritage and the State of Israel. Within the Hebrew and Jewish Studies program, the children learn about Chaggim (Festivals) through stories, games, role play, songs, dance and food. The children will often be re-enacting storytelling with puppets and costumes.

The Hebrew curriculum is based around children's interests and links directly to the investigations in which they are immersed. The children will become familiar with the vocabulary that incorporates their daily routine at creche.

Our aim is to not only familiarise the children with Jewish heritage and language, but for them to access vocabulary within a meaningful context and to be able to actively participate in Jewish festivals and Kabbalat Shabbat.

The Jewish Studies program is designed to develop an understanding of and love for the beliefs, heritage and traditions of Judaism. Hebrew is used during daily activities, creating links between objects, culture and gestures whilst becoming familiar with Hebrew as a living language.

Each Friday morning children prepare for a Kabbalat Shabbat where they learn about the practices, traditions and *brachot* (blessings) relating to Shabbat. This involves the making of their own challah with a parent or carer before they commence their day with their educators. Challah making will take place in the Piazza adjacent to the child's room.

To establish a routine of giving *Tzedakah* (charity), children are asked to bring a coin on Fridays.

MUSIC AND LIBRARY

Specialist sessions for Music, facilitated by the ELC Music Teacher, will be held one day per week. Children not enrolled on that day are welcome to attend, however, it should be noted that, given it is not your child's regular day, parental supervision and responsibility is essential. Furthermore, as your parking is permitted only on your child's enrolled days, alternate parking arrangements will need to be made if you are taking advantage of this activity. Please let us know, via the Bialik College Creche app or reception, if you and your child wish to attend.

The children will also benefit from access to the ELC Library and Librarian, introducing them to books that will cater to their emerging interests.

TECHNOLOGY

In a rapidly changing world, technology is an integral part of our children's lives. Remaining cognisant of current research regarding screen time for young children, technology is appropriately integrated into the curriculum and used to support and reinforce their learning. Children will have access to interactive screens, tablets and other technologies as part of our diverse programs.

DAILY ROUTINES

Daily routines are designed around each child's individual needs and factor in rest/sleep, eating, toileting or changing, self-help skills and active periods of concentration and exploration. Learning experiences and provocations are facilitated for the individual and group, occur indoor and outdoor, are often child initiated and/or adult directed and form an integral component of the daily schedule. The structure of the day offers familiarity for children, promotes independence whilst building in enough time for unhurried and relaxed transition.

IPAD SIGN IN/SIGN OUT

The parent or authorised person must ensure that they sign their child in on the iPad at the beginning of each day, indicating the anticipated pick-up time. The parent or authorised person collecting the child must sign the child out at the end of each day before leaving the room. If the parent or authorised person is unable to collect the

child at the time indicated (on arrival), please contact the Creche (9822 7982) or ELC Reception (9822 4599) so that this information can be conveyed to your child and your child's educator.

LATE PICK UP

Please note that a late fee of \$15 per 10-minute block or part thereof will apply in the event you are not able to collect your child before closing time. Under these circumstances, it is advisable to arrange for one of the other authorised persons nominated on the enrolment form to collect your child.

Only people you nominate in writing will be permitted to collect your child.

Should extenuating circumstances arise and your child needs to be collected by someone other than an authorised person, please contact the creche reception by phone (98227982) or email (creche@bilaik.vic.edu.au) to provide the details of the person you are granting permission to collect your child. Should an unauthorised person, or someone whose identity cannot be verified, arrive to collect your child you will be contacted.

In the event your child needs to be collected earlier than the anticipated pick-up time, please advise the creche reception as per above.

Before sign-in and after sign-out are completed at drop-off and pick-up times, parents are responsible for the care and welfare of their children.

Prams/buggies are permitted to be stored under the stairs whilst your child is at creche. On occasion, prams/buggies may need to be folded down to make the best use of the available space.

ABSENCES

If your child is absent from creche for any reason, please inform us via the Bialik College Creche app (if known ahead of time) or by calling/emailing the creche.

MEDICATION

It is important that any medication required by a child be listed by the parent or authorised person in the medication book in the child's room. The medication must be in its original bottle and box and handed to the educator with clearly labelled prescribed medication name that includes the child's name and instructions for administering.

REST TIME

Throughout their day at creche, children will require rest and sleep times. We believe that sleep and rest play an important role in a child's growth and development, hence, all children are encouraged to have a rest period. While many children sleep during this time, others may simply rest quietly. We will work closely with you and your child to create a routine that aligns with the home environment and your child's needs.

COMMON AREAS

The area known as the **Piazza** is the central space located by the stairs and extends to the entrance of your child's room. This is a multi-purpose space which is used for play, parades, festivities, parent information evenings, etc.

The two downstairs children's rooms are Gimmel and Daled. There is lift access, if required, for the upstairs piazza and the two children's rooms, Aleph and Bet.

Accessible from the children's rooms, there are both indoor and outdoor areas in which programs will be run.

HEALTH AND WELLBEING

Despite all precautions, common illnesses are easily spread as the children work and play in close contact with each other. It is important that children who attend creche are healthy and well.

Young children who are still developing immunity can get as many as eight to ten colds each year. If your child has a runny nose and/or persistent cough or is vomiting and/or has diarrhoea, a temperature or is generally lethargic, she/he should be kept at home and rested until completely well. Sending your child to creche may not make them feel less well but it increases the likelihood that infection will spread to their friends.

According to the Victorian Government statutory requirements, should a child be experiencing certain symptoms, such as diarrhoea, exclusion from creche until 24 hours after the symptoms have ceased is mandated. If a staff member believes that a child is not well enough to be at creche due to illness or injury, following consultation with the School Nurse, you will be advised so that you can make arrangements for the collection and care of your child.

MEDICAL ADVICE

Please let the Creche know if your child is ill and has sought medical advice from a GP or otherwise. This allows educators to keep an eye out for similar symptoms in other children.

ALLOWABLE ABSENCES

Please refer to information from Human Services for allowable absences (for Government subsidy purposes only):

humanservices.gov.au/individuals/services/centrelink/child-care-subsidy

HEAD LICE

Bialik College has a Head Lice Policy that outlines the roles and responsibilities of the various people involved in the detection, treatment and control of head lice. Please

refer to the **Head Lice Policy** in Appendix C.

SUNHATS

Bialik College is a Sun Smart institution. It is important to have a healthy balance of UV (ultraviolet radiation) exposure. Too much UV can cause skin damage whilst too little can lead to low Vitamin D levels. Vitamin D is necessary for general health, especially the development and maintenance of healthy bones and muscles in children.

During the months of September through to April, all students who attend the creche are required, when outside, to wear hats that protect their face, neck and ears, i.e. legionnaire or broad brimmed hats. Baseball or peak caps are not suitable.

Sunscreen lotions will be available to apply during the day, however, if your child uses a particular sunscreen, please provide this to the educator. (Please note: if your child is allergic to a particular sunscreen this should be included in the medical form).

During the summer months, please ensure that sunscreen is applied to your child prior to arriving at creche. Sunscreen will be reapplied as required throughout the day. Please refer to the **Sun Smart Policy** in Appendix A.

CLOTHING AND BEDDING

Comfortable and appropriate clothing and footwear will enable your child to participate in the day-to-day experiences and varied activities offered in the creche. We believe that our environment, incorporating changes in weather conditions, provides learning opportunities for our children. Dressing to suit different temperatures supports this exploration.

We will be providing water proof pants or overalls for the adventurous crawlers and fast-paced toddlers throughout the day.

We understand that your child will be achieving big milestones within their creche age group so bare feet or soft shoes may be the best option whilst mastering their physical skills at different times of the day.

Please **provide a full change of clothes** which will be kept in your child's locker in their room. To ensure we are playing a positive role in sustainability, each family will be provided with a dry bag in your welcome pack. This will be used to place wet or dirty clothing and will be ready for collection at pick-up. Please bring this bag to creche each time your child attends. A sheet and bedding should be provided for rest time and will be sent home regularly for laundering. Please feel free to bring your child's comfort items which may include favourite blanket. **All clothing and bedding should be clearly labelled.**

We discourage the children from bringing toys and cherished items to creche (that are not comfort items) as this may lead to an expectation to share a very important and valued item or possibly result in the item being damaged or lost.

FOOD

NUT AWARE POLICY

Bialik College is a nut aware school. As part of our ongoing safety awareness, we adhere to a total nut aware policy throughout the entire College. Please refer to the **NUT AWARE POLICY** in Appendix B. **No nuts, or products containing nuts, are permitted to be brought onto the premises.**

MEALS

Breakfast

Breakfast is provided for the children who arrive early and have not had time to eat before coming to Creche.

Morning Snack

Children have a fruit snack, milk and/or water during the course of the morning prior to lunchtime. Fruit is provided and is prepared with the children, providing a learning experience regarding nutrition and the use of our senses of touch, sight, smell and taste.

Lunch

Lunches and afternoon tea are provided by our kosher, dairy kitchen. The menu is planned by our ELC cook together with a dietician. Children with allergies or who have other dietary requirements as listed on their medical forms are catered for.

Afternoon Snack

A light snack is prepared by our cook along with fruit.

MILK BOTTLES

Breast milk

Expressed breast milk is to be provided frozen or refrigerated in a CLEARLY labelled bottle with child's name and time milk was expressed. A bottle per feed is required.

Formula

Please provide pre-measured, clearly-labelled formula and bottles of boiled water for each feed required during your child's day. Pre-measured water will be stored in the fridge and bottles made up as required by your child. Your bottles will be rinsed with cold water and placed in your child's locker for pick-up at the end of the day.

Cow, Rice, Soy and Lactose Free Milk

Please provide clearly labelled bottles for each feed with your child's preferred milk. This will be refrigerated and heated when required during the day.

BIRTHDAY CELEBRATIONS

To ensure inclusion of all children, irrespective of individual allergies or other dietary requirements, an allergy-free kosher birthday cake is available for order through

reception. The cost of a cake is \$10.00. The birthday child will have the opportunity to decorate the birthday cake on the day of their birthday together with their friends and the educators.

BIRTHDAY PARTY INVITATIONS

Birthday party invitations may only be distributed within the room if the whole class has been invited.

FAMILY / EDUCATOR MEETINGS

Meetings are scheduled throughout the year and you will be notified of these times as required. Please contact your child's educator via email or leave a message at the reception if you would like to discuss a matter at any other time. The morning drop off and pick up times are very busy and it is often difficult for educators to discuss or hold in-depth conversations at these times.

RELIEF STAFF

Occasionally, the College may need to employ relief staff in order to cover absences for sick or long-service leave, professional development days and/or holidays. Additionally, since the Creche is open for up to 11 hours per day, educators' shifts may result in different staff being present at different times of the day. We believe it is important to maintain consistency and continuity of care for young children so, whenever possible, we endeavour to use relief staff who are familiar with the children.

STAFF PROFESSIONAL DEVELOPMENT

Bialik provides ongoing professional development (PD) to all staff. This undertaking provides opportunities for educators and staff members to collaborate on programs, undertake training as well as develop and evaluate policies and procedures.

STUDENTS AND VOLUNTEERS

As a community organisation committed to outreach and learning, by prior arrangement, Bialik College welcomes students from universities and TAFE Colleges at the creche. Required to hold a valid Working with Children Check, students are always monitored and supervised by the educational staff.

PARENTS' ASSOCIATION

The Parents' Association offers numerous ways for you to help enrich creche life. Through its sub-committees, the Parents' Association organises regular social and fund-raising activities. There are many opportunities for you to become involved, in particular, with preparations for the Chaggim (festivals) as well as many other activities.

VOLUNTEERING

As you become more familiar with our creche you may wish to volunteer and participate more regularly. There are endless volunteering opportunities and the amount of time is up to you.

CENTRE FOR HIDDEN TREASURES

This centre is located in the undercroft of the ELC. Our parent volunteers are involved in sourcing materials, stocking the shelves and general maintenance of the room. The time commitment is minimal, and requires checking every so often to see if materials need putting away and/or replacing. We are always sourcing new and exciting materials to add to our Centre's resources. Often comprising of everyday materials, these may come from people's homes or more often from businesses with excess, damaged or old stock. Some examples are paper offcuts, beads, Perspex, untreated wood pieces, rolls of fabric, metal, foam, ribbons, haberdashery items, nature collections, springs, mirrors etc. The list is endless and if you have anything that may be appropriate, please contact reception.

POLICIES

Extensive policies are documented to cover all aspects of the Creche and Kindergarten and are continuously updated in accord with our commitment to continual improvement. Policies are governed by the *Children's Services Act and Regulations*. All Creche and ELC policies are available from our office.

FIRE DRILLS & EVACUATIONS

An evacuation procedure manual is located at reception along with Emergency Plan Equipment and cots. Evacuation drills are conducted regularly. If you are at the creche during a drill or at a time that evacuation is required, please follow staff instructions.

COMPLAINTS

Parents are encouraged to raise any questions or concerns they may have directly with their child's room educator and then, if necessary, the Creche Manager. Where possible, please put your concerns in writing. Every effort will be made to resolve the problem cooperatively and quickly and if necessary, meetings will be scheduled with all parties concerned. Complaints are managed with discretion and confidentiality is assured.

FEES & HOLIDAYS

Once a child is enrolled at Bialik Creche, payment of fees must be continued during the child's absence for illness, holidays, etc. Whether your child stays an entire day or only part of the day, the fee remains the same. Bialik Creche do not offer swap days, but extra days are able to be added for an additional charge.

WITHDRAWALS / NOTICE PERIOD

Creche families pay a bond which is equivalent to 4 weeks of care. A creche enrolment automatically guarantees a place into 3 year old kinder and the bond is credited towards Term 1 kinder fees.

For families NOT wishing for their child to continue into 3 year old kinder:

The bond is transferred to your bond account and is offset against last month's fees when you provide us four weeks' notice in writing that your child is leaving the Bialik Creche.

PARKING

Creche Parking Permits are limited to two permits per family for access to the Toorong Road car park. The permit must be displayed in any vehicle entering the car park and must be visible to the security staff.

NO permit - NO entry.

DROP-OFF AND PICK-UP AT TOORONGA ROAD ENTRY TO THE SCHOOL

(Effective 15 July 2019)

- Maintain a speed of no more than 5 km per hour at all times. Safety is our priority.
- For all new Creche permits, please complete the attached Permit Request Form and return to Creche reception.
- Current Kinder Permits will be valid until the end of 2019.
- During permit times: No Permit – No Entry.

MORNINGS

Turning LEFT ([blue on map](#)) from centre gate has 1P PERMIT parking for:

1. Disabled (2 spaces)
2. Newborns (4 spaces)
3. Creche and Bosh (7:00am-6:00pm)
4. Kinder (8:00am-9:00am)

Turning RIGHT ([pink on map](#)) from centre gate has:

1. "Kiss & Go" drop off (7:45am-8:40am)
2. PERMIT parking for Kinder & Creche (8:40am-9:00am)
3. No parking (9:00am-2:30pm)

AFTERNOONS

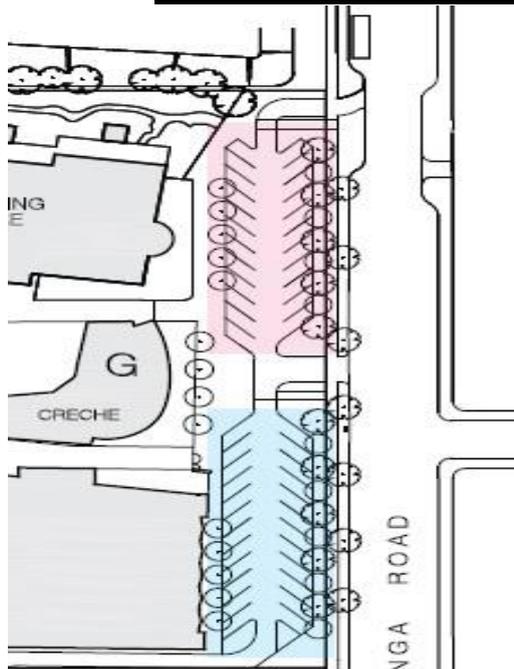
Turning LEFT ([blue on map](#)) from centre gate has 1P PERMIT parking for:

1. Disabled (2 spaces)
2. Newborns (4 spaces)
3. Creche and Bosh (7:00am-6:00pm)
4. Kinder (2:30pm-4:00pm)

Turning RIGHT ([pink on map](#)) from centre gate has 1P parking for:

1. Available for all to use (2:30pm-4:00pm)

TOORONGA ROAD PARKING MAP FROM 15 JULY 2019





Kiss & Go – 7:45am-8:40am
 Kinder & Creche (PERMIT) – 8:40am-9:00am
 1P - from 2:30pm-4:00pm (ALL)

1P for BOSH & Creche (PERMIT) – 7:00am-6:00pm
 1P for Kinder (PERMIT) - 8:00am-9:00am
 - 2:30pm-4:00pm

OTHER PARKING AND DROP OFF OPTIONS:

1. Auburn Rd drop off operating until 9:00am every morning.
2. Kipen Drive and Auburn Road parking - 300+ free public and Bialik parking spaces.
3. Tooronga Rd - limited number of two-minute parking spaces between Tooronga ENTRY and EXIT to ELC; as well as north of the EXIT to ELC between 8:00am-9:30am and 3:00pm-4:30pm.
4. Neighbourhood streets around Tooronga Road.

To assist in the smooth movement of traffic, any Kinder and creche parent (or person doing drop off and pick up on their behalf) who wishes to park in the Permit Zone must ensure that the Permit is clearly visible to those directing traffic. Please do not put our traffic supervisors in a difficult position by trying to enter any permit parking area without a permit – they have been instructed to refuse entry in all such circumstances.

Appendix A

	<h2 style="text-align: center;">Bialik College Sun Smart Policy</h2>
<p>Authority</p>	<p>Principal Date of next review: July 2018</p>
<p>Definitions</p>	<p>Sun Smart: a health promotion program that aims to minimise the human cost of skin cancer and takes a leadership role in promoting a balance between the benefits and harms of ultraviolet (UV) radiation exposure and the benefits of Vitamin D.</p> <p>UV: Ultraviolet radiation</p>
<p>Who does the Policy apply to?</p>	<p>This Policy applies to:</p> <ul style="list-style-type: none"> • all staff members; • all affiliates; and • all students enrolled at Bialik College.
<p>Rationale</p>	<p>It's important to have a healthy balance of ultraviolet radiation (UV) exposure. Too much UV can cause sunburn, skin and eye damage and skin cancer. Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Too little UV can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.</p>

<p>Objectives</p>	<p>This Sun Smart Policy has been developed to:</p> <ul style="list-style-type: none"> • Ensure all students and staff get some UV for vitamin D absorption. • Encourage the entire school community to use a combination of sun protection measures whenever the UV index levels reach 3 and above to minimise skin and eye damage and skin cancer risk. • Work towards a safe school environment that provides shade for students, staff and the school community at appropriate times. • Assist students to be responsible for their own sun protection. • Ensure that families and new staff are
<p>Policy</p>	<p>From September to the end of April and whenever the UV index reaches 3 and above a combination of sun protection measures are utilised for all outdoor activities. A UV index of 3 or above is the level that can cause damage to the skin and eyes.</p>
<p>Shade</p>	<ul style="list-style-type: none"> • Students are encouraged to use available areas of shade when outside. • Students who do not have appropriate hats or outdoor clothing are asked to play in the shade or in a suitable area protected from the sun.
<p>Hats</p>	<p>During the months of September to April</p> <ul style="list-style-type: none"> • All students in the ELC and Primary School are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats whenever outside. Baseball or peak hats are not considered a suitable alternative. Middle School and Senior School students are encouraged to wear hats whenever they are outside.

<p>Sunscreen</p>	<ul style="list-style-type: none"> • Students must provide their own SPF 30+ broad spectrum, water resistant sunscreen. This is included on the school's booklist each year. Sunscreen is also available in administration areas and many classroom. • Staff are to encourage students to use sunscreen and provide time for students to apply sunscreen before going outside Sunscreen should be applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors. • With parental consent, students with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.
<p>Staff OHS and Role modelling</p>	<p>As part of OHS UV risk controls and role-modelling, when the UV index is 3 and above, staff are encouraged to:</p> <ul style="list-style-type: none"> • wear sun protective hats, clothing and sunglasses when outside • apply SPF 30+ broad spectrum, water resistant sunscreen • seek shade whenever possible • UV meters to be available to staff on yard duty <p>Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor school</p>
<p>Professional development for staff</p>	<ul style="list-style-type: none"> • Sun protection is included in staff training to enable work safety outdoors and to encourage the staff to be positive role models. • Sun protection information is included in staff booklets • New staff are to be given a copy of this policy
<p>Implementation and review</p>	<p>The school regularly monitors and reviews the effectiveness of the Sun Smart policy (at least once every three years) and revises the policy when required.</p>

Appendix B

NUT AWARE POLICY

As part of the ongoing safety awareness at Bialik College, the school adheres to a TOTAL NUT AWARE policy throughout the entire College.

Parents and children need to be mindful of any products containing nuts when preparing lunches or snacks. Parents of children, who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan, signed by their treating doctor.

The following are guidelines for all parents of students at Bialik College, which, if followed, will minimise the risk of an allergic, possibly life-threatening, reaction to a member/s of the school population.

Don't send to Creche

- any fresh nut products
- any spread containing nuts (all nuts, e.g. peanut butter, Nutella)
- any muesli bar, biscuit or other product that LISTS NUTS AS AN INGREDIENT
- packages of mixed fruit (e.g. trail mix) that contain nuts
- recycled containers that may have contained nuts, e.g. cereal, peanut butter jars, biscuits

Please

- Don't use 'nut' ingredients if preparing food for a special school event (e.g. birthday cake, cultural food, sports day, and picnic).
- If your child eats a nut product for breakfast (e.g. peanut butter on toast), washing hands before arriving at school will reduce the chance of exposing an allergic child to nut allergen at Bialik College (e.g. on the bathroom taps, computer mouse, climbing equipment, etc.).

All children are discouraged from swapping food.

Appendix C

 <p>Bialik College</p>	<h2>Head Lice Policy</h2>
<p>Who authorises the policy?</p>	<p>Daphne Gaddie</p>
<p>Date of next review:</p>	<p>October 2020</p>
<p>Who does this apply to?</p>	<p>This policy applies to children, families, staff, management and visitors of the Bialik Early Learning Centre.</p>
<p>Policy</p>	<p>Head lice continue to cause concern and frustration for families, Educators and children. Although head lice are not considered a health hazard, and do not spread disease, infestations can cause anxiety for all stakeholders. Head lice affect all socioeconomic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age. This policy is intended to outline roles, responsibilities and expectations of the School to assist with early identification, treatment and control of head lice in a consistent and coordinated manner.</p> <p>Whilst families have the primary responsibility for the detection and treatment of head lice our School will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.</p> <p>PURPOSE</p> <p>To ensure parents, teachers, staff, educators and healthcare workers are well informed about the early identification of head lice and managing infestations through effective treatment and communication with families.</p> <p>Our School aims to</p> <ul style="list-style-type: none"> • Outline the roles and responsibilities of families, educators and management who are involved in early detection, treatment and control of head lice. • Document effective treatment and management strategies that are vital, as head lice cannot be exterminated. • Provide information and support for families. <p>Head Lice</p> <p><i>Pediculosis Capitis</i> or head lice are insects that live in hair and suck blood from the scalp, sometimes causing itching of the scalp. Female head lice lay their eggs and glue them to the base of hair shafts. The eggs are pale cream to yellowish brown in colour and hatch after 7–10 days. The immature lice grow into adults over 6–10 days and start biting the scalp to feed on blood. Adult lice mate, the females lay more eggs, and the cycle continues.</p> <p>People get head lice from direct head to head contact with another person who has head lice. This can happen when people play, cuddle or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.</p>

	<p>Head lice do not live or breed on animals, bedding, furniture, carpets, clothes or soft toys. They cannot spread by sharing hats.</p> <p>Head lice can be controlled through a consistent, systematic community approach.</p> <p>Finding Head lice Head lice do not necessarily cause an itch, and may be difficult to observe. Look for eggs by shining a strong light on the hair near the scalp, or by using the conditioner and combing technique. (See Treatment) Head lice are found on the hair shaft itself and move to the scalp to feed. They can be brown or grey in colour. Head lice have six legs, which end in a claw, and they rarely fall from the head. Louse eggs (also called nits) are laid within 1.5cm of the scalp and are firmly attached to the hair. They resemble dandruff, but can't be brushed off.</p>
<p>Procedure</p>	<p>Responsibilities of Management, Nominated Supervisor, Responsible Persons and Educators:</p> <ul style="list-style-type: none"> • If one child at the School has head lice, it is likely that several others also have them. • The child or children with head lice are not to be isolated or excluded from learning. • Reduce head-to-head contact between all children when the School is aware that someone has head lice. • The Director or nominated supervisor will confidentially notify the parent/caregiver of a child who is suspected of having live head lice and request that the child is treated before returning to the School the following day. • Keep families informed if there is someone at the School with head lice. • Support parents and children who have head lice by providing factual information, reducing parental anxiety and not singling out individual children with head lice. • Provide families with suggestions of effective treatment for head lice. • Encourage parents to tie back children's hair when attending the School. • Record confidentially all cases so an outbreak can be avoided. • Encourage children to learn about head lice so as to help them understand the issue and how to prevent further outbreaks. <p>Responsibilities of families</p> <ul style="list-style-type: none"> • Check your child's head once a week and check for head lice. • Ensure your child does not attend the School with untreated head lice. If you find any live lice or eggs, begin treatment immediately and notify the School if your child is affected so the School can monitor the number of cases and act responsibly if a high number of cases are reported. • Check for effectiveness of the treatment every 2 days until no live lice are found for 10 consecutive days. Remove eggs from your child's hair using the conditioner method and head lice comb. • Once treatment has started, your child can attend the School. • Children with long hair will attend the School with their hair tied back. • Families will only use safe and recommended practices to treat head lice. • Families will maintain a sympathetic attitude and avoid defaming/blaming families who are experiencing difficulty with control measures.

APPENDIX C

	<p>Treatment</p> <ul style="list-style-type: none">□ Conditioner and Combing Technique<ol style="list-style-type: none">1. Untangle dry hair with an ordinary comb.2. Apply hair conditioner to dry hair (white conditioner makes it easier to see the eggs). Use enough conditioner to cover the whole scalp and all the hair from roots to tips.3. Use an ordinary comb to evenly distribute the conditioner, and divide the hair into four or more sections using hair clips.4. Starting with a section at the back of the head, place the teeth of a head lice comb flat against the scalp. Comb the hair from the roots through to the tips.5. Wipe the comb clean on a tissue after each stroke and check for head lice or eggs on the tissue.6. Comb each section twice until you have combed the whole head. If the comb becomes clogged, use an old toothbrush, dental floss or a safety pin to remove the head lice or eggs.• Chemical treatments are also available for head lice for children ages more than six months—your pharmacist can help you choose a product.□ No single chemical treatment will work for everyone and lice can develop resistance to the chemicals.
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