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***JEWISH AFTERSCHOOL ENRICHMENT***  
***5778-5779 /2018***  
***PARENT & STUDENT HANDBOOK***



**A Division of L'Chaim Chabad -Kingston**  
**9553-3805 JAE@jewishmelbourne.com.au**  
**www.JewishMelbourne.com.au**



## ***Our Children: The Judaism of the Future***

Imagine an after-school educational experience where kids don't want to miss a day. They come in with a smile and leave humming a Hebrew song. Walking into the centre, you hear the sounds of lively discussion: of singing, laughter and prayer.

Imagine a place where the staff know YOUR child and work carefully to create PERSONAL connections and an individually tailored environment.

Welcome to JAE, Jewish After-school Enrichment; an exciting and innovative enrichment program in the southern suburbs of "Jewish Melbourne." Our program has grown from a small handful of children to a multi-group one, with a reputation as a trend-setter in creative Jewish education for primary school children. JAE makes every Jewish child feel welcome, regardless of knowledge or affiliation. JAE is where Judaism comes alive and where children are encouraged to ask and explore. Our experienced staff, hands-on curriculum, and holiday workshops are sure to make your child's year both educational and enjoyable.

Your child(ren) will have the chance to acquire a broad knowledge of Judaism in a motivating and challenging environment. They will gain an appreciation for the joys, values, relevance and traditions of our heritage. Our dedicated and enthusiastic teachers, whose creativity and dynamism make every lesson a unique learning experience, truly bring Judaism to life.

Please read this booklet carefully to understand all policies and make sure to mark your personal calendars with all the special days and events.

We look forward to working together with you to educate and inspire your children. Should you have any questions or concerns, please feel free to call me any time at 0425 844 050 or email [leah@jewishmelbourne.com.au](mailto:leah@jewishmelbourne.com.au).

Looking forward to another wonderful year!

Leah Greenbaum, *Director*

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## *Our Children: The Judaism of the Future*

### **GENERAL INFORMATION:**

JAE meets on either Monday or Tuesday during Victorian School Terms and from 4-5:30pm.

A calendar has been inserted into this booklet. Please keep it somewhere you can easily refer to throughout the year.

### **COMMUNICATION**

Should you need to contact our staff during JAE hours, please call director, Leah Greenbaum, on her mobile at 0425 844 050.

Office: 9553-3805 Email: [leah@jewishmelbourne.com.au](mailto:leah@jewishmelbourne.com.au)

We will communicate with you regularly **via the family email address** and via **SMS on the mobile numbers** which have been provided. Please check for any important information **before** your child comes in on Monday afternoon.

### **CURRICULUM**

At JAE, we work hard to ensure our students are enveloped in a positive atmosphere and an experiential, multi-sensory learning environment. The lessons are designed to help your child experience and acquire the values and information as their own. The lessons are structured to maximise teaching moments, with time allocated for informal learning, for example, playing an outdoor, active game linked to the Hebrew language or hearing a story related to the holiday while enjoying a light snack.

The following is a sample of a typical Monday afternoon schedule:

4-4:30pm	Hebrew reading-Aleph Champ/Hebrew Writing/Hebrew language
4:30-4:45pm	Prayers and discussion opener
4:45pm-4:55pm	Snack and story and/or outdoor play
4:55-5:30pm	Individual Class Curriculum/ Holidays

### **DISMISSAL**

Children will not be released to anyone other than a parent or regular carpool driver without permission from the parent. Please remember to sign your child out when you leave and to send a note and/or call Leah if someone else will be picking up your child.

Please help us keep our students safe by following our dismissal policy.

### **WORKBOOKS/SUPPLIES**

There is a \$50 registration/book fee. All workbooks and supplies for all grades are provided by JAE. All books are to be treated with care and respect. Reading books are to be returned at the end of the school year in good condition. There will be a \$5 replacement fee for any book that is lost or damaged.

Boys are encouraged to bring and wear a *Kipah* & *Tzitzit* for all classes. If you do not have one, JAE will provide.

### **ABSENCES**

If your child is going to be absent from the program for any reason, please inform us via email/text to Leah as soon as possible.

### **ATTENDANCE & PUNCTUALITY**

Consistent and timely attendance is vital! Consistent attendance is key to a successful year and crucial in accomplishing the goals of our educational program. There is a direct correlation between a student's attendance,

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and his/her interest, achievement and attitude. For the benefit of your child and fellow students, it is imperative that your child arrives on time and remains until the end of the session. Your support of our attendance policy is greatly appreciated.

If, for any reason your child must leave early, please send a note with an explanation and the time you will pick up your child. Please come in to the centre to collect your child from his/her classroom.

### **BEHAVIOUR GUIDELINES**

Staff will use a variety of techniques to promote positive behaviour, including encouraging children to express emotions, using positive body language and promoting cooperative group interactions. Should a child have difficulties using appropriate behaviour, the educator will discuss the cause and effect of his or her actions with the child and suggest alternative strategies.

### **HOMEWORK**

In order to gain the most from once a week Hebrew School, **students are strongly encouraged to practice their Hebrew reading and to review at home what they have learned in class.** To facilitate this, your child will be sent home with weekly homework. For your convenience, homework sheets and assignments are available on our website. Please encourage your child to complete his/her assignments.

### **MEDICAL CONDITIONS / ALLERGIES**

Parents are expected to inform the centre of any medical conditions / allergies the child may have at the time of enrolment. This information will be recorded on the child's enrolment form.

Where a child has a medical condition /allergy the parents will be asked to supply a letter from their doctor explaining the effects if the child is exposed to their allergen and to explain ways the staff can help the child if they do become exposed. Parents must provide a colour allergy plan and photo of their child. This should be signed by a doctor. Based on this information, a risk minimisation and communication plan will be provided for you to sign and return to the office.

### **PAYMENT & REFUND POLICY**

Tuition fees can be paid by credit card or direct deposit. Payments should be given to the director or to the office only and not to other staff members.

Fees are to be paid per term. For 2018 Term fees are \$140 a term.

JAE operates according to the Victorian school year and registration and payment is for the entire scholastic year. Tuition fees are non-refundable.

Should a child cease to attend JAE before June 1, the balance of one term fees will be owing, plus a Termination Fee of \$200. After that date, fees until the end of the school year will be charged. There are no refunds or credits for days missed due to illness, holidays, or family vacations.

**In the event of an end-year withdrawal, charges for the first term of the following year will apply unless notice is given in writing before the commencement of Term 4.**

It is assumed that enrolment is on a multi-year basis, until the child has completed their years of learning.

### **PERSONAL BELONGINGS**

Students are not permitted to bring mobile phones, iPods or other electronic devices, which distract the student and class. In the event that a student brings these items to JAE, the teacher will hold it for safekeeping and return it to the student at the end of the day. We respectfully request that parents take the lead in enforcing this important rule.

### **SNACKS**

Kosher and nutritious snacks are provided; we therefore request that you do not send any additional snacks or drinks. If your child is allergic to any food or beverages, please make sure that this information is included on

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his/her registration form.

### **TZEDAKAH**

Tzedakah (charity) is a concept that is basic to Judaism. JAE strives to develop a commitment among our students to share with those less fortunate than themselves by donating a few coins a day to charity. Please send your child to JAE with some coins for Tzedakah to encourage them to perform this Mitzvah. Older children should be encouraged to give Tzedakah from their own pocket money. Each class will have the opportunity to discuss and decide where to allocate the money they collect throughout the year.

### **OUR SAFEGUARDING CHILDREN POLICIES**

We are very excited to announce that our centre is in the process of being audited to receive accreditation from the Australian Childhood Foundation.

We take seriously our responsibility to deliver our services in a safe environment that is caring, nurturing and protective. At L'Chaim Chabad-Kingston & Moorabbin HC we believe that the welfare of all children and young people is of paramount importance and that our organisation has an obligation to defend the child's right to care and protection. Staff and management have a responsibility to take action to protect children they suspect may be abused or neglected.

We have a zero tolerance policy towards abuse or bullying of any kind.

We believe children and young people who come to programs and events at L'Chaim Chabad should:

- Feel comfortable
- Be cared for
- Feel safe and be safe.

Everyone who works here does their best to make sure children and young people here are protected from any harm.

It is not okay for anyone to hurt a child's feelings or body. It is important for you and your child to know that if your child ever feels unsafe or uncomfortable we will be here to listen to you both and act proactively.

If you are unhappy with the way you or your child are being treated please tell Leah or Rabbi Greenbaum.

A comprehensive list of our policies can be found on our website at [www.jewishmelbourne.com.au](http://www.jewishmelbourne.com.au) under the Youth Tab.

### **PARENT/ JAE COMMUNICATION**

We believe in a strong parent/teacher partnership. Communication between parents and JAE is very important to ensure that JAE is a meaningful and pleasant experience for your child.

We will be sending weekly emails notifying you of upcoming events, important notices, and what your child has covered in class each week. Homework and other important information may be sent home with your child as well. Please check for these notices.

Photos of Jewish After-school Enrichment in action will be posted regularly on our website or messaged to you; make sure to view them at [www.JewishMelbourne.com.au](http://www.JewishMelbourne.com.au). Mini updates will be posted on our Facebook page: [facebook.com/jewishmelbourne](https://facebook.com/jewishmelbourne)

Should you have any questions or concerns regarding your child's performance and/or progress, please do not hesitate to contact your child's teacher or call our director Leah Greenbaum at 0425-844-059, or email [leah@jewishmelbourne.com.au](mailto:leah@jewishmelbourne.com.au)

### **PARENTAL INVOLVEMENT AND FEEDBACK**

When a parent is involved in their child's educational experience, the child's schooling is far more effective. By enrolling your child in JAE, you demonstrate to your child their Judaism is an integral part of your life, and that you want it to be an integral part of theirs.

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L'Chaim Chabad offers many venues for parental involvement. We invite our parents to take advantage of our many adult education classes, our innovative and unique women's classes and programs, the wealth of information located on our website [www.JewishMelbourne.com.au](http://www.JewishMelbourne.com.au), as well as our Shabbat and Holiday services/events.

**Holiday Programs in JAE:** Families are invited to participate in JAE Holiday Activities such as our Community Purim Carnival, Model Matzah Bakery, Sukkot party, and to take part in our community Chanukah Celebration.

Parental involvement in JAE is crucial, so please make every effort to take part in these activities. The best way to teach and support your child is by personal participation.

If you have any suggestions, comments or the like, we are always happy to hear them. Please email Leah [leah@jewishmelbourne.com.au](mailto:leah@jewishmelbourne.com.au).

### **HOW TO HELP YOUR CHILD SUCCEED**

In order for our JAE program to be most effective, the home and JAE must work hand in hand and promote a close partnership. The following are a few suggestions:

- Many of our students are involved in other extracurricular activities, i.e. sports, music lessons, etc. All these are important; however, please place priority on your child's Jewish education.
- Participation in Synagogue services and celebration of Jewish Holidays will greatly enhance your child's interest in Judaism and strengthen his/her Jewish identity. We invite all families to join us at Moorabbin HC for Shabbat and holiday services and programs.
- Show your child that you are interested in his/her Jewish education. Make a habit of asking your child/ren how their day was, and what they have learned. This will greatly encourage and help foster a strong Jewish identity and positive attitude.
- Parents should go through their child/ren's bag on a regular basis to find important notices.
- Always remember that informal Jewish education is one of the best motivators for creating a positive Jewish identity!

### **CONCLUSION**

Welcome to the JAE, L'Chaim Chabad & MHC communities!  
Looking forward to a fantastic year together with your child(ren) and family.

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