



**PARENT HANDBOOK**

# OUR PHILOSOPHY

Lamdeni ignites the Jewish spark in each child, fostering awareness and pride in their Jewish identity. Through quality Jewish and Hebrew programs in addition to the extracurricular Lamdeni experience, we inspire young hearts and minds in a loving, caring, and embracing Jewish environment.

## Lamdeni Core Values

1. **We Love, Care, & Embrace:** The active atmosphere at Lamdeni is loving, friendly, and warm. We aim to ensure each child feels they matter, belong, and are unique. We are sensitive and concerned for the whole child, their well-being, happiness, and social-emotional development. The joyous education acquired at Lamdeni is seen today in hundreds of happy, compassionate, confident, and productive Jewish adults in our community.
2. **We Recognize Each Child Has a G-dly Soul that is Unique & Priceless:** We believe that every child is created in the image of G-d and contains a Neshama, a holy spark of G-d that is their Jewish identity. We aim to convey this awareness to each child and extend it to their G-d-given strengths, talents, and interests. We offer opportunities that nurture self-esteem and individuality and educate each child according to their pathway to develop and become the best they can be.
3. **We Respect & Include:** We educate respectfully towards every child, educator, and parent, regardless of their religious beliefs, lifestyle choices, abilities, or special needs. At Lamdeni children can confidently be themselves in an open, friendly embracing environment as we strongly practice & emphasize inclusion. We strongly believe in safeguarding children and child protection.
4. **We Build Relationships:** Each child and family is welcome into our Lamdeni home as we aim to build strong and lasting relationships. We believe the successful education of the child is a partnership between Lamdeni, the child, the home, and wider community. Strong relationships are fundamental to providing individualized care.
5. **We Value the Traditions of the Torah:** We educate and guide strong morals and values based on Jewish tradition and an outstanding Legends Hebrew language program. This serves to enhance each child's proud Jewish Identity and spiritual development. We value learning with joy and empower children to become positive contributors to society. Authentic Torah values are embedded in all our programming.
6. **Our Educational Programs are Child-centered, Play-based, Innovative, Fun & Engaging:** We aim to provide an educational program embedded with best-practice pedagogy. We plan differentiated learning styles and methodologies to create the ideal environment for each child to engage, learn, and thrive. The educational programs are experiential and meaningful. We consistently reflect and update to ensure our program is on the best universal practice standards.
7. **We Educate with Excellence as Our Guide:** We aim to provide the highest quality service, in a professional, inclusive, and safe environment. Lamdeni is an Australian Government-accredited OSHC, governed by the National Quality Framework, VELYF, and the principles, practices, and outcomes of MTOP, in addition to the Jewish principles of Education and Guidance. Our Hebrew program is accredited by Victoria's Department of Education. We lead the way as a reliable friendly service, supporting the growing and evolving needs of Jewish education in our community. We continuously strive for excellence with ongoing professional development and enhancements.

## Parent Policy Handbook

A **Parent Policy Handbook** is located at Lamdeni entry. It outlines all Lamdeni policies and procedures to be aware of. Please take the time to read through it.

## Lamdeni Times Please be punctual!

Lamdeni is open for after-care and informal Hebrew from **3:30 pm to 6:00 pm** Tuesday and Thursday.

Lamdeni session times: - Start at **3:55 pm**

- End at **5:45 pm**

**Monday, Wednesday, and Friday are for aftercare only.**

## Term Dates / Holidays

Lamdeni operates during **State School Terms** with the exception of Level 1 program beginning 1 month later. Lamdeni is **closed on all Public and Jewish Holidays**. Please refer to the [Lamdeni Calendar](http://www.lamdeni.org) on [www.lamdeni.org](http://www.lamdeni.org) for important dates.

## Door / Entry / Parking

A security guard is present daily. Please be mindful and always ensure the entrance doors are closed. Street parking is available; **under no circumstances may parents park at the Church**.

## Sign in/ Sign Out Policy OWNA

A Parent/Guardian must escort the child **UPSTAIRS** into Lamdeni and sign in on OWNA using your phone. Make sure you downloaded OWNA and should receive a **PIN number** to sign your child in/out at Lamdeni at the time of your child's enrolment. Only after your child is signed-in, can Lamdeni accept your child into its care. This is government legislation and a pre-requisite for childcare subsidies and rebates.

Call **9524 7703** or email [admin@lamdeni.org](mailto:admin@lamdeni.org) if you did not receive your OWNA login details.

Pick-up is in the hall on ground floor at **5:45 PM**.

## Open Door Policy

Parents are welcome to visit Lamdeni at any time and participate in our warm environment. A





volunteer WWCC is necessary if parents will remain with children.

### Progress Reports & Assessments

Progress reports are sent out twice yearly. Evaluation and Assessments are performed weekly, and you are welcome to view your child's observations when you come in.

### Allergies and Anaphylaxis

If your child has any specific health care needs or conditions, allergies, or anaphylaxis; relevant documentation and medication **MUST** be presented before admission so we can address the need safely. **Action Plan** and **Risk Minimisation Plan** should be updated. These documents need to be submitted before Lamdeni starts.

Please call [95247703](tel:95247703) or email [admin@lamdeni.org](mailto:admin@lamdeni.org) for further information.

*\*All medication needs to be up to date and sent along weekly.*

### Snacks/Allergies

Children should eat before arrival, so they are satisfied and ready to learn and have fun.

**No food can be brought into Lamdeni due to allergies.**

**STRICTLY NO NUTS** are allowed on-premises.

Lamdeni provides a light wholemeal sandwich and fruit upon arrival until 4 pm.

### Carnivals and Celebrations

Some "party foods" may be served to mark special occasions and are an exception when appropriate. Please advise us if your child has a dietary need or should avoid certain foods.

### Inclusion/Special Learning Needs

Lamdeni is committed to providing a service that includes all children. Staff will consult with the family to ensure the needs of each child are being met. Staff will promote and encourage inclusion and diversity and will be attentive and sensitive to the





needs of all children.

*Please inform us if your child has any special needs and fill in our input forms so we can assist!*

### Planning for Well-being and Learning

We pride ourselves in planning for individual children's interests, strengths, and needs.

To enable us to cater to your child, please [click here](#) to fill in a **"Getting to Know You"** form & [click here](#) for the **"Family Input"** form.

You can also access them on the Lamdeni website or email: [admin@lamdeni.org](mailto:admin@lamdeni.org). All information will remain confidential.

### Read @ Lamdeni Hebrew Legends

Your child's reading fluency and accuracy depend on practice. We strongly encourage you to access our [Online Library](#) with your child. This encourages and motivates your child to read and love Hebrew. Please email [admin@lamdeni.org](mailto:admin@lamdeni.org) for login details.

Home reading folders are sent home weekly.

Buddies from Levels 5 and 6 are rostered to read with younger children. This is an amazing opportunity for children to mentor.

### Communication & Feedback

Lamdeni is committed to strong relationships with families and Communication is key. Lamdeni educators share weekly updates on OWNA, highlighting what your children have been learning and experiencing. If you'd like to connect with your child's educators directly, please contact [admin@lamdeni.org](mailto:admin@lamdeni.org) to arrange.

Your honest and insightful feedback ensures our program is providing relevant, and inspiring themes for your child. Please visit [www.lamdeni.org/feedback](http://www.lamdeni.org/feedback) to share with us any comments or suggestions you may have to guide our programming and ongoing quality improvement.

### OWNA App

It is important for you to download the OWNA app to your phone. Login credentials and a PIN number to sign your child in/out should be sent to your email





after your child's enrolment with Lamdeni. OWNA is a great platform for educators to communicate with you about your child's learning journey at Lamdeni. You can also use this App to sign your child in/out or mark them nonattendance on your phone. Updates at Lamdeni are also sent on OWNA.

### For important Lamdeni updates

Please check weekly emails and **educators' OWNA weekly posts**.

### Social Media

Please LIKE our Facebook and Instagram which we update weekly!

[www.facebook.com/lamdenimelbourne](https://www.facebook.com/lamdenimelbourne)

[www.instagram.com/lamdenischool](https://www.instagram.com/lamdenischool)

### Parent Information Table

Is located on the left entry to Lamdeni. Please take current flyers and check out the bulletin board.

[www.lamdeni.org](http://www.lamdeni.org) – offers calendar updates, photos, announcements, upcoming events, home revision resources, and more.

[www.lamdenilegends.org](http://www.lamdenilegends.org) – offers Hebrew Online Library for Lamdeni kids to practice reading at home with their parents. Email admin for login details.

### Parent/Educators Information Evenings

**A Parent Information Night** is held early in Term 1 for all families and **2 Parent/Educator Meetings** - one at the beginning of Term 2 and one at the end of Term 3. They are compulsory for all to attend.

### Fees

Lamdeni supports a fee system that is affordable to all families and ensures the service maintains viability. Fees are already heavily subsidized.

**A yearly \$180.00 Enrollment/ non-refundable Fee** is payable at the time of enrolment to secure your child's place and cover some costs of books, materials, supplies, and events.

### Child Care Subsidy

As accredited childcare, Lamdeni offers Child Care





Subsidy from the Family Assistance Office. The Family Assistance Office determines the amount of assistance each family will receive, and the assistance is claimed at a reduced Service fee. [See Enrolment Fees & Withdrawal Policy Page.](#)

### Financial Hardship / Scholarships

Should you experience financial difficulties, please contact us at [admin@lamdeni.org](mailto:admin@lamdeni.org) and we will endeavour to assist. No child will miss out on a Lamdeni experience due to fees.

### Mid-Year Withdrawals

Enrolment in Lamdeni is a commitment to a long-term successful relationship. Every effort is made to ensure each child and family is happy. In the event you must withdraw, a full-term notice is required to avoid paying the Withdrawal Fee of **\$450**. Or the upcoming term's fee will be charged

### Child Safe Standards

The Government has established new Child Safe Standards to further increase the safety of your children. At Lamdeni we have implemented many things to support this.

**Staff Arrangement:** All of our staff are now required to redo the Safe Guarding Children course every 6 months.

**Staff Immunisation:** We require all our staff to be immunised against vaccine preventable diseases.

**Phone Usage:** All staff personal phones are to be switched off during Lamdeni.

**Cyber Safety:** Children are being supervised while using technology for learning purposes.

**Special Learning Needs Children:** We are working with families and other professionals to ensure specific consideration and adaptations allow children with additional needs access and participation and achieve positive outcomes.

### Behaviour Management Policy

The school recognizes the importance of establishing a supportive environment that is conducive to learning by developing an acceptable standard of





behavior so that the learning process will be facilitated. They attempt to protect the rights of teachers, parents, and pupils who need to work together in a spirit of cooperative endeavor to share the responsibility for the educational process.

### Photographing and Filming Students

At Lamdeni, we respect and prioritize the privacy of our students and their families. During the online enrolment process, parents are given the option to indicate their preference regarding photographing and filming their child. This agreement allows parents to either consent or decline permission for their child to be photographed or filmed for school purposes. Lamdeni will strictly adhere to the preference selected on the enrolment form and ensure that no photos or videos are taken or posted if permission has not been granted.





# CURRICULUM OVERVIEW



## PART A. LAMDENI LEGENDS JEWISH HOLIDAYS & JEWISH HERITAGE

At Lamdeni we provide Jewish knowledge, skills, values, and inspiration, imparted through two Jewish Heritage Curriculums.

**Part 1: Jewish Holidays** are explored and experienced, in two sessions before every festival. Our unique Learn it, Live it, Love it approach is fundamental in imparting the rich traditions of our heritage. **Learn it** - explores the history and background surrounding each festival. **Live it** - creates opportunities for children to experience firsthand the traditions, customs, and messages embedded in each holiday. And the final **Love it** aspect ensures the entire learning process is fun, enjoyable, and relevant in the lives of each child.

**Part 2: Jewish Heritage** curriculum combines 6 carefully chosen learning programs that provide essential knowledge, skills, and values that enrich and enhance the lives of our children. The 6 Courses encompass the full spectrum of Jewish life from past to present, inspiring and fostering awareness, confidence, and a positive, proud Jewish identity.

<u>Level 1</u>	<b>Magical Mitzvot and Middot</b> - Morals, Values, and Virtues
<u>Level 2</u>	<b>Brilliant Beginnings</b> - Bible Stories of Bereishit
<u>Level 3</u>	<b>Torah Travels</b> - Tales from the Torah Shemot-Devarim
<u>Level 4</u>	<b>WikiTorah</b> – Five Fundamentals of Our Faith
<u>Level 5</u>	<b>Life the Jewish Way</b> - Jewish Perspectives on Lifecycle Events
<u>Level 6</u>	<b>On their Shoulders</b> –History, Heroes and Being the Best Me



## PART B. LAMDENI LEGENDS HEBREW READING AND LANGUAGE PROGRAM

At Lamdeni we are dedicated to delivering the highest standard Hebrew language program in the limited time frame. Each level participates in 2 Hebrew sessions-: our **Legends Hebrew Language Program** & our **Legends Reading Program**. There are 7 levels in Lamdeni Legends, based on the current Victorian curriculum for LOTE. Children immerse in the Hebrew language & each level incorporates the four strands of language acquisition, i.e. reading, writing, listening, and speaking. Our primary focus is to impart strong Hebrew reading skills whilst developing relevant Hebrew language skills integrated with Jewish themes. This allows the children to practically apply & use the language in their lives as Jews.

*The focus of legend 1-2 is to develop strong reading skills. From Legend 3-6 more formal Hebrew Language is taught.*

<u>Legend 1</u>	<b>My Magical Aleph-Bet</b> – Aleph-Bet and Pre Reading-Skills
<u>Legend 2A</u>	<b>My Wonderful World of Hebrew Reading</b> – Learn to Read Hebrew
<u>Legend 2B</u>	<b>My Wonderful World of Hebrew Reading</b> – Accuracy and Literacy
<u>Legend 3</u>	<b>Prayers of the Heart – Meaningful Prayer</b> – The Language of Good Deeds
<u>Legend 4</u>	<b>Party of Words and Mitzvot</b> – Hebrew, Festivals and Friends
<u>Legend 5</u>	<b>Holidays with Friends and Family</b> – Acts of kindness
<u>Legend 6</u>	<b>Acts of Kindness</b> – Meaningful Lessons for Me
<u>Legend 7</u>	<b>Stories for Life</b> – Hebrew in my life

# LEARN IT. LIVE IT. LOVE IT



# CURRICULUM OVERVIEW



## PART C. HEBREW READING

The **Lamdeni Hebrew Legends Reading Program** focuses on the acquisition of reading skills from Aleph-Bet to reading short stories and texts from traditional sources. Both reading and language programs combined, ensure children acquire a meaningful Hebrew, that is applicable and relevant to their lives as Jewish children.

Below is the chart which will give you an indication of the different levels.



To celebrate the children's efforts and achievements in Hebrew reading an exciting reading marathon is held mid-year.

All families are encouraged to participate with their children. Come and hear your child read as we congratulate and commend them for their outstanding accomplishments in learning to read our holy Hebrew language. Raffles, prizes, awards, and incentives are presented to each child. This is a wonderful opportunity to celebrate proudly your child's success at Lamdeni.

LEARN IT. LIVE IT. LOVE IT





# LAMDENI FESTIVALS AND CELEBRATIONS

## CELEBRATING OUR TRADITION LAMDENI STYLE - WITH JOY AND PRIDE

It is one thing to learn about something, it is another thing to experience it. Lamdeni is an environment where children not only learn about the festivals but experience and celebrate them in joyous and high-spirited ways. Our carnivals and special family events include themed craft activities, traditional festive foods, and celebrations to instill your child with true love and pride for their Jewish identity.

Lamdeni provides children with the full spectrum of Jewish life. Highlights of our festival programs vary and include contemporary innovative activities that unfold each year. Holidays include **Purim**, **Pesach**, **Yom Ha'Atzmaut**, **Lag Ba'Omer**, **Shavuot**, **Rosh Hashana**, **Sukkot**, **Simchat Torah**, **Chanukah** & **Shabbat**.

Please refer to our [Lamdeni Parent Calendar](#), emails, and Parent Notice Board for all annual holiday events.



LEARN IT. LIVE IT. LOVE IT



# LAMDENI FESTIVALS AND CELEBRATIONS

## CELEBRATING OUR TRADITION LAMDENI STYLE - WITH JOY AND PRIDE



LEARN IT. LIVE IT. LOVE IT



# ENROLMENT FEES & WITHDRAWAL POLICY

**Annual fees are affordable** ☐ Huge Government subsidies for most! | It's easy.

To ensure Lamdeni is affordable to all, our fees are kept to a minimum. The tuition covers both programs, Hebrew Language and Jewish Heritage, including aftercare, snacks, supplies, and special events for 2.5 hours daily. Lamdeni fee is an annual fee. Every year the weekly fee may look different depending on how many sessions there are in the year.

## **Books & Enrolment Fee:**

**\$180/child for new enrolments submitted during Terms 1& 2.**

**\$90/child for new enrolments submitted during Terms 3&4**

## **Books & Re-enrolment Fee**

A **\$180/child** Books & Reenrolment fee is charged around **January** for children re-enrolling. This fee helps cover booking fees and contributes to the cost of books and learning materials throughout the year.

Parents have the option to pay in full or split the payment into two installments. For assistance, please contact [admin@lamdeni.org](mailto:admin@lamdeni.org).

## **LAMDENI'S ANNUAL FEE:**

**For Levels 2-6 children: \$2360/child**

**For Level 1 Prep children: \$2100/child**

**The Annual fee is charged pro rata in easy MONTHLY INSTALMENTS by Direct Debit**

**Direct Debit:** Pay via automatic credit card or bank account payments

**MIDYEAR WITHDRAWAL:** In the event of a withdrawal mid-year, the Term's remainder is payable plus a Termination Fee of **\$450** unless one full-term notice is given in writing to [admin@lamdeni.org](mailto:admin@lamdeni.org). Exceptions are made to enroll in a full-time Jewish Day School.

**FEE POLICY FOR MULTIPLE CHILDREN:** If a family enrolls multiple children in Lamdeni, they can receive a discount of 10% on the first child, and up to 15% on the second and third child **upon request**. **Please note that this discount is not applied automatically.**

**SCHOLARSHIP/ BURSARY APPLICATION:** Lamdeni families who are experiencing financial hardship due to reasons such as a job loss, illness, or having a new baby, can apply for a full or partial scholarship. The scholarship is offered on a term-by-term basis and will be reviewed at the end of each term. Please contact [admin@lamdeni.org](mailto:admin@lamdeni.org) to apply.

## **How to substantially CUT your fees?**

**Please take advantage of the financial benefits Lamdeni offers everyone – and save substantially.**

- The Australian Government provides financial assistance to accredited organizations, to help you with the cost of placing your child in care. Most families are eligible, and we strongly encourage you to take advantage of it. The main payment to eligible families is currently Child Care Subsidy.
- You can only benefit from these subsidies if we have your family's and child's Customer Reference Number (CRN) as well as your correct dates of birth. Please ensure you have submitted these details to our financial administrator **OWNA Ph. (02) 8417 5022**.

**LEARN IT. LIVE IT. LOVE IT**

# ENROLMENT FEES & WITHDRAWAL POLICY

- You need to submit a claim for Child Care Subsidy. You can claim using your Centrelink online account through MyGov or call 13 6150.  
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/claiming>
- You will receive two reference numbers: one for the parent, and one for the child. As soon as you have these numbers please provide that information to our subcontractor administrators, OWNA, [support@owna.com.au](mailto:support@owna.com.au). Please specify the name of the parent linked to the CRN provided.
- You will not be able to receive any childcare benefits or rebates if this procedure is not done. Backdating is not always possible.

Lamdeni offers the above subsidies as a licensed government-approved after-care

For more info visit [www.familyassist.gov.au](http://www.familyassist.gov.au) and [www.ato.gov.au](http://www.ato.gov.au).

**Accounts queries:** Please contact **OWNA** (02) 8417 5022 or [familyaccounts@owna.com.au](mailto:familyaccounts@owna.com.au) – a professional company that administers (on Lamdeni's behalf) all financial and government benefits-related matters.

**SUBSIDIES ARE AVAILABLE.** No child should miss out on a Jewish education. Should you experience financial difficulties, or a change of circumstances Lamdeni can help. Please contact our office on [admin@lamdeni.org](mailto:admin@lamdeni.org)



LEARN IT. LIVE IT. LOVE IT



## RELATIONSHIPS AND FEEDBACK MAKE A DIFFERENCE

We are here for your child and rely on your honest and insightful feedback to ensure our program is providing exciting, relevant, and inspiring themes. Please talk to us, share your comments, expectations, hopes, goals, and ideas. **We appreciate your involvement and value your feedback.**

### Principal/Educational Coordinator

**Mrs. Dina Liberow**  
(03) 9524-7718  
0417 054 171  
[dina@lamdeni.org](mailto:dina@lamdeni.org)  
[lamdenilegends@lamdeni.org](mailto:lamdenilegends@lamdeni.org)

**Executive Director**  
**Rabbi Motty Liberow**  
(03) 9524-7770  
[motty@hs.org.au](mailto:motty@hs.org.au)

**Lamdeni Administrator**  
**Cassie Pham**  
(03) 9524-7703  
[admin@lamdeni.org](mailto:admin@lamdeni.org)

**Program Coordinator**  
**Shira Deutsch**  
[programcoordinator@lamdeni.org](mailto:programcoordinator@lamdeni.org)

**Curriculum Development Leader**  
**Odelia Buzaglo**  
[odelia@lamdeni.org](mailto:odelia@lamdeni.org)  
[www.lamdenilegends.org](http://www.lamdenilegends.org)

**Lamdeni Youth**  
**Muka Liberow**  
(03) 9524-7709  
[youth@lamdeni.org](mailto:youth@lamdeni.org)

**Accounts / Direct Debit**  
**Alex Dinovitser**  
(03) 9524-7702  
[accounts@hs.org.au](mailto:accounts@hs.org.au)  
**OWNA**  
(02) 8417 5022  
[familyaccounts@owna.com.au](mailto:familyaccounts@owna.com.au)

### Legend 1 & 2 Hebrew

Left Room 1  
[Hebrewlegends1&2@lamdeni.org](mailto:Hebrewlegends1&2@lamdeni.org)

### Legend 3 & 4 Hebrew

Left Room 2  
[Hebrewlegends3&4@lamdeni.org](mailto:Hebrewlegends3&4@lamdeni.org)

### Legend 5 - 6 Hebrew

Left Room 3  
[Hebrewlegends5&6@lamdeni.org](mailto:Hebrewlegends5&6@lamdeni.org)

### Level 1 & 2 Jewish Heritage

Right Room 1  
[jewishheritage1&2@lamdeni.org](mailto:jewishheritage1&2@lamdeni.org)

### Level 3 & 4 Jewish Heritage

Right Room 2  
[jewishheritage3&4@lamdeni.org](mailto:jewishheritage3&4@lamdeni.org)

### Level 5 & 6 – Jewish Heritage

Left Room 3  
[jewishheritage5&6@lamdeni.org](mailto:jewishheritage5&6@lamdeni.org)

**For Lamdeni information, updates, news & insights**

[www.lamdeni.org](http://www.lamdeni.org)

Like us on Facebook and Instagram

[www.facebook.com/lamdenimelbourne](https://www.facebook.com/lamdenimelbourne)

<https://www.instagram.com/lamdenischool>

For Community events, services & holiday programs

[www.hs.org.au/events](http://www.hs.org.au/events)



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[www.lamdeni.org](http://www.lamdeni.org)

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<https://www.instagram.com/lamdenischool/>