



SOUTH KINGSVILLE  
COMMUNITY CENTRE

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# Playful Possums Playgroup Handbook 2018

South Kingsville Community Centre (SKCC) provides the community with a range of services from birth to mature age, including maternal and child health, playgroups, occasional childcare, kindergarten, activities, training and educational courses, services, plus information and referral services.

SKCC is a non-profit organisation that is managed by a volunteer Committee of Management with funding provided by Hobsons Bay City Council, Department of Health & Human Services, Department of Planning and Community Development and the Adult Community of Further Education.

## Dear Parents

Welcome to South Kingsville Community Centre (SKCC) Playful Possums Playgroup. We hope your time at South Kingsville will be a happy one.

## Our Vision

We aim to provide a nurturing, safe and friendly environment where your child will learn and develop new skills, learn how to share through play, listen to stories and music, explore, socialise, and you will connect with people and create locally based friends and social networks, share experiences and learn.

SKCC proudly supports 'Community', parent-led playgroups. SKCC recognises the importance of playgroups to families by incorporating each playgroup as a SKCC sanctioned activity.

Throughout this manual, a reference to 'parents' is inclusive of mothers, fathers, grandparents, caregivers, - the person arriving, staying and leaving with their child/children at the end of the session.

## SKCC Playgroups

- **are for 'parents' to stay at the playgroup and are totally responsible for their child's wellbeing while at SKCC**
- **will only commence when a required minimum number of families are enrolled and term fees are paid prior to commencement**
- **will meet on a weekly basis (during school terms). The dates and times for each playgroup will be negotiated depending on room availability and group preferences.**

*and*

- are fun
- are directed by a 'group leader' parent from within each playgroup
- are for 'parents' and their child/children 0-5 years of age
- can vary from those open to all families, or can be created for a specific interest eg: age group, fathers only, music focus.
- are held at the South Kingsville Community Centre

- are welcoming, friendly and respectful to all families who wish to join, including children with additional needs and families from diverse cultural & linguistic backgrounds.
- have a 'low cost' fee structure
- have a selection of toys and other resources available for use
- can provide opportunities for children to develop long-term friendships with pathways to Occasional Care and Kindergarten at SKCC
- are coordinated by the SKCC Program Coordinator
- are registered as a 'Community Playgroup' with Playgroup Victoria
- will only commence and continue with an appointed Group Leader being responsible for each group

## What happens at playgroup?

*Each group decides on the level of structure for their playgroup.*

*Typically, a session may consist of one or a multiple of the following:*

- Indoor play
- Arts and crafts
- Story time
- Conversation and support
- Music and movement
- Informal play
- Morning/afternoon tea
- Special focus session eg. guest speaker

## The Playgroup

- is expected to manage the day to day requirements in relation to the setting and packing up of equipment
- is responsible for leaving the playgroup room in a clean and tidy state.

## SKCC Playgroup Policies

To ensure all members of SKCC Playgroups have a happy and safe experience, the following SKCC policies and procedures have been developed. All families while attending playgroups at SKCC are to comply with SKCC policies and procedures.

## What to bring

- A child's bag with a change of clothes (labeled) and spare nappies if appropriate
- 'Parents' are to bring a 'healthy' snack for their child (prepared for non-choking size and shape foods, suitable for babies and toddlers)
- At SKCC we practice a 'nut free' environment (including all varieties of nuts and nut products eg. Nutella, almond meal) due to possible allergies with attending children
- Hats are encouraged to be worn by the child for times entering and leaving the center especially during Terms 1 & 4.

## End of session- What to do

All 'parents' are encouraged to keep the room tidy and clean during and at the end of each session.

- Storeroom shelves are to be kept in a tidy and safe state and items are to be returned to the correct place
- The playgroup room and kitchen are to be left tidy and set-up as originally found
- Cups and plates are to be washed and returned to pantry or placed in the dishwasher
- Carpet to be vacuumed if required
- Children's tables and chairs to be wiped down and be returned to the storage cupboard.

## Enrolments, Refunds and Requirements

- An expression of interest in attending a playgroup will be accepted on a first contact basis. On the payment of a \$10.00, non-refundable deposit, the booking is confirmed
- A completed and signed enrolment form is required prior to commencing including a signed declaration and the photo consent option
- The term fees will be paid in full prior to commencement.
- As a SKCC sanctioned activity, a minimum number of 6 fully paid enrolled families are required for a playgroup to commence and continue per school term.

- A maximum of 10 families will be permitted when the playgroup is booked for the Conference Room and 15 families for the Main Hall
- Refunds will be offered in relation to the SKCC refund policy
- Enrolments mid-term may have term fees adjusted according to the SKCC fees policy and approval by Center Management

## Waiting Lists

Waiting lists will be kept and vacancies will be filled accordingly (by received date) unless a referral from a specialist or other agency is received noting immediate attendance to a playgroup is recommended for the best interest for the child.

## Fees

### **Term Fees**

Fees are set to be affordable, utilising the equipment, services and amenities of SKCC.

Term fees are to be paid in full prior to the 1<sup>st</sup> week of commencement per term

### **Cost**

Family with 1 or more child attending - \$5.00 per number of weeks per term

**Concession rates** are available to those with a valid concession card (a copy will be requested). Family with 1 or more child attending - concession rate - \$4.50 per number of weeks per term

### **Mid- term enrollment**

Enrolments mid-term will have term fees adjusted according to the SKCC fees policy

### **Casual session:**

Participation approval will be required by Program Coordinator for each request, depending on vacancies. Cost \$ 6.00 per session

## Paying Fees

Payment options include: cash, cheque, credit card, EFTPOS payable at the Office- open Monday- Friday- 9am-5pm

Cheques made payable to South Kingsville Community Centre. Include details regarding family name and children's names on the back.

Details to pay the invoice by Electronic Transfer are included on the invoice or are available from the SKCC office

Telephone 9399 3000 with credit card details

## Insurance

Enrolled families of SKCC Playgroups are covered for insurance (personal and public liability) by SKCC while attending the South Kingsville Community Centre. The attendance book is to be signed in for each session by each attending family for insurance purposes.

## Occupation Health & Safety

***'Parents' are totally responsible for the supervision, wellbeing, behavior and intake of food/drinks (their own and or from others) of their child while at SKCC.***

Each Playgroup is expected to adhere to Occupational Health and Safety at all times, in line with the Occupational Health Act 2004 and SKCC policies.

Any accidents or near misses must be recorded and completed on an Incident form to be presented to the Program Coordinator by the conclusion of the session.

All emergency exit doors and passageways should be left clear at all times.

Children are not permitted in the storerooms and are to supervised by the parent at all times, including in the kitchen, toilets and near heaters.

## Fire and Evacuation Procedure

SKCC has a fire and emergency evacuation plan. There are signs and fire extinguishers placed around the center. Please refer to the emergency procedure

map to locate these extinguishers and assembly points. Practice evacuations take place routinely and families with special needs children will be notified in advance of the planned use of alarms and evacuation practices.

## Kitchen and Food Safety

Shared kitchen access is included in the room use for playgroups. SKCC provides a registered Class 4 kitchen.

SKCC is not responsible for the food handling practices of individuals or groups. It is the responsibility of the individual and group to comply with all safe food handling regulations and acts.

All food/drinks belonging to an individual/group are to be labeled appropriately when stored in the community refrigerator.

## Smoking

SKCC is a non-smoking environment and smoking is not permitted inside the building. Cigarette butts are to be extinguished safely and deposited in the wall mounted cigarette butt bins outside.

## Safety

SKCC is committed to the safety and wellbeing of all children and young people. Please contact the office for SKCC's playgroup 'Child Safe Standards' policy.

### ***The safety of all children is paramount while at SKCC***

- Children must be supervised by their 'parents' at all times.
- Visiting playgroup volunteers will have a current Working With Children's Check and National Police check
- Running within the building is not permitted
- 'Parents' and children should remain in the space allocated and not access other areas of the building unless prior arrangements have been made with the permission of the Manager or Program Coordinator of SKCC
- Families are encouraged to bring water or milk for drinking. Please do not place juice in water bottles as it could be potentially life threatening if a child with allergies drinks from this bottle by mistake
- At SKCC we practice a 'nut free' food environment due to possible allergies with attending children. Avoid popcorn or other foods that could cause choking.

- Items from the shared storeroom not connected to the playgroup are not to be removed or used.
  - Children are not to access the storeroom
  - All toys will be hygienically cleaned routinely according to related guidelines.
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- Toys labelled 'not suitable for children under 3' means there are small parts which could be swallowed, and so, not safe for access by babies and toddlers (under 3 years of age)
  - Relevant SKCC staff have first aid qualifications.
  - Children are not permitted to play the piano on stage

## Group Leader

Playgroup members in consultation with the Program Coordinator will appoint a group leader who will act as the contact between SKCC and the playgroup. The Group Leader will be responsible for the following:

- Attendance sheet is signed by families attending each session
- Provide feedback from group and liaise with Program Coordinator
- Monitor condition of toys and remove broken or damaged toys to the Program Coordinator
- Monitor toys to ensure their age appropriateness (eg toys labelled for under 3's not accessible for that age group)
- Provide information from SKCC to playgroup members
- Ensure an Incident Report form is completed and provided to the Manager or Program Coordinator for any accident, incident, or near miss that occurred during the playgroup session
- Collect and return keys accessing storerooms with playgroup equipment and toys.

If the appointed Group Leader is not attending a session, the group will appoint another 'parent' to act in this role for that session and will notify the Program Coordinator or Manager during the session of this change.

## Shared equipment

Child friendly plastic tables and chairs and plastic cups and plates are available to playgroups. Selected toys and other arts/craft resources are also made available.



All breakage and damage to be reported to the Centre Manager prior to the end of session. Compensation for damage may be required at the discretion of the Centre Management.

'Parents' are permitted to bring their own toys (in safe condition and labelled with owner's name and in line with War Toy Free Zone guideline) but SKCC is not responsible for them.

SKCC playgroups will not have access to the outdoor play area (Occasional Care & Kindergarten playground) at SKCC.

This centre is a '**War Toy Free Zone**' because:

- SKCC believes that war toys teach children to accept war and violence as a normal part of life
- War toys can increase the aggression that children show towards each other
- War toys make children think that destructive activities are fun.

## Expenditure

Groups will not have the authority to purchase or negotiate on behalf of SKCC. The Group Leader is not a representative of SKCC and any representations or negotiations for purchases are to be undertaken by the Program Coordinator. The Group Leader will liaise with the Program Coordinator for all requests.

## Theft or Loss

Centre Management is not responsible for damage to or loss of equipment, personal items or food belonging to playgroup members.

## Managing Children's Behavior

Here at SKCC we aim to provide a positive and safe environment for all children and so there are limitations on children's behavior at the Centre.

It is the responsibility of the 'parent' to direct and encourage positive, safe and respectful behavior in their child/children.

At SKCC playgroups, families agree to:

- practice, respectful non-violent relationships and gender equality
- walk and not run inside the centre

- use quiet voices inside
  - sit down while eating and drinking
  - look after equipment and use it properly
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- encourage and promote good parent modelling for ‘positive parenting’ strategies to manage children’s behavior.
  - not using threatening or inappropriate language or behavior,

## Health

The well-being of children attending playgroups is very important to SKCC. It is the responsibility of the ‘parent’ to notify SKCC if your child is ill or has an infectious disease. In the case of an infectious disease, SKCC will notify all playgroup ‘parents’ verbally or by placing a notice near the entrance of playgroup room. ‘Parents’ will be asked to withdraw from the playgroup if they become unwell while attending the playgroup.

If the child has a communicable disease, then the guidelines from the Public Health & Wellbeing Regulations 2009 apply. See office for further details.

## Accidents / Illness /Incidents

***‘Parents’ are totally responsible for the supervision, wellbeing, behavior and intake of food/drinks (their own and or from others) of their child while at SKCC.***

- Any accidents or near misses must be recorded on an incident form to be filled out by the Group Leader and presented to the program coordinator at the conclusion of the session
- A First Aid Kit is available in the kitchen. Please notify the Program Coordinator if items are removed or used from the kit.

## Areas of concerns

If you have any concerns about any issues with your playgroup, please:

- Speak to your group leader who will liaise with the Program Coordinator
- If further action is required, contact the Program Coordinator directly
- If matters cannot be resolved, please refer to the SKCC policy on Complaints, Grievances and Disputes



## Program Review

SKCC routinely conducts surveys and program reviews to ensure an opportunity to identify and implement improvements and assess the viability of our programs and activities.

An annual review for each playgroup will take place at a nominated date set by the Program Coordinator as well as an annual review of SKCC Playgroup Policies and Procedures.

## Privacy and confidentiality

SKCC will only collect the information we need, and for which we have a purpose that is legitimate and related to one of our functions and obligations.

Information provided on the enrolment form is confidential and will be kept securely. SKCC believes privacy and confidentiality are important and has put in place a Privacy Policy that states our personal information handling practices, as required by the Information Privacy Act 2000 and Health Records Act 2001.

## Photo Consent

At times, SKCC takes and uses images to promote the centre, activities and on a DVD for distribution amongst participating children/parents. SKCC requires permission from 'parents' prior to images being taken and for the particular medium (printed brochures, posters, internet, DVD) for use. Please refer to the enrolment form (photo consent section), regarding the taking and use of images of their child and or themselves. Once permission is granted, it is the responsibility of the 'parent' to change or withdraw this permission.

## SKCC Child Safe Statement of Commitment

South Kingsville Community Centre believes that all children have the right to a life that is free from harm. Our service aims to provide an environment that is free from any type of abuse and foster a child's growth and development as per the individual requirements of each child. Educators at our service are aware of their obligations under the law in regards to the welfare of children and at all times uphold their obligation.

In addition to this, our service aims to provide regular training to all educators (along with any volunteers, students etc.) on child protection issues to ensure that, in the event a child has suffered abuse, the service can act quickly in the best interests of the child.

South Kingsville Community Centre is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. South Kingsville Community Centre has zero tolerance for child abuse. South Kingsville Community Centre is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in South Kingsville Community Centre has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## It's time to play

SKCC playgroups are designed to be a time to play, have fun and make new friends. We hope that you and your child will cherish your time together and with other families at South Kingsville Community Centre.

