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Playgroup Handbook

"A playgroup is a group of parents, caregivers, and extended family who come together with their babies and young children in a relaxed and friendly environment to learn together through play."

WELCOME

Welcome to the Bowen Street Community Centre Playgroup.

Our vision is to excel at providing a hub of integrated services and spaces so that local families, and the broader Boroondara community, can connect with each other and access support that:

- promotes community connectedness and inclusion
- reduces social isolation
- fosters the learning of new skills, and
- embraces individual differences and promotes equity and diversity

VALUES

- **Welcoming:** we seek to nurture an environment that is respectful, friendly and caring. We are family-friendly, socially inclusive and accepting of everyone
- **Responsive:** we seek to adapt our services to meet the changing needs of the Boroondara community. We are also responsive to individual needs and circumstances in the way we deliver our services
- **Diligent:** we are professional, skilled and focussed — taking pride in what we do to maintain a fun, nurturing and inclusive environment for all stakeholders using our service. We are committed to meeting our regulatory responsibilities.

ACTIVITIES AT PLAYGROUP

The BSCC has lots of activities available for playgroup such as outdoor play equipment, a sandpit, painting, play-dough, puzzles and other games. Playgroup offers children the opportunity to play with other children and parents to socialize with other parents and caregivers.

Front Room and Back Room

- Dress Ups
- Toys
- Sandpit
- Outside toys
- Art and craft activities in the cupboards.

Outside toys can be found in the shed and the key for the shed is located on a hook on the shelves in the front room and back room. When your group has finished all toys must be put back in the shed tidily, the shed locked and the key put back.

PLAYGROUP MEMBER RESPONSIBILITIES

Every Playgroup Member is responsible for the following:

- Nominating an individual to act as the Playgroup Leader;
- Paying your membership promptly;
- Signing the Daybook (located in front of the office) every week (this is an insurance requirement and considered a legal document for insurance purposes so it is imperative that it is completed each session).
- Packing away all toys and dress-ups prior to leaving;
- Washing all dishes used prior to leaving;
- Ensuring the stove has been turned off prior to leaving;
- Vacuuming the floors prior to leaving;
- Sweeping the sand into the sandpit and covering up the front sandpit prior to leaving;
- Locking all the doors, shutting all the windows and turning off all the lights/heating/cooling (do not assume someone will be in after your group);
- Putting all outside toys back in the shed and lock the shed after use;
- Being involved in BSCC fundraising activities;

PLAYGROUP LEADER RESPONSIBILITIES

The Playgroup Leader is responsible for the following:

- Informing the BSCC Manager who group members are by completing enrolment forms.
- Noting any maintenance issues identified.
- Labelling any broken items and put them in the storeroom;
- Take all rubbish including nappies and place in waste and re-cycling bins and nappy bin.
- On departure: wipe tables: vacuum and sweep indoor area, turn lights heating or cooling off; put all toys away and lock outdoor toys in locked shed; sweep around and cover sandpit.
- Encouraging Playgroup members to participate in any of the BSCC activities, including pop up playgroups

- It is each parent and caregivers responsibility to supervise their children and to ensure that they are playing safely. Some activities may not be suitable for babies or toddlers such as small items that may be choking hazards. Water play at the group must be fully supervised.

BSCC POLICIES

It is anticipated that BSCC policies will be adhered to while attending playgroup.

These are on our website www.bowenstreet.org.au

CHILD SAFE POLICY

Bowen Street Community Centre is a child safe organisation and is committed to promoting and protecting the interests and safety of children. We expect all groups and organisations who hire our rooms to comply with the requirements of the Commission for Children and Young People Act 2012 and have implemented/be implementing the Child Safe Standards if required to do so.

NUTRITIONAL POLICY

As many children display allergies to nuts and nut products, we have introduced a "No Nut Policy".

We ask that you respect this and do not pack peanut butter sandwiches, nuts or other nut products.

ACCIDENT/ INJURY POLICY:

All accidents/injuries which occur at the BSCC whilst attending playgroup need to be recorded for insurance purposes. The accident injury book is located in the front office. Parents /caregivers need to fill in the appropriate details within the accident/injury book on the day of the injury, or within 48 hours of the incident.

The First Aid Kit is located in the passageway (near the photocopy Machine). All serious accidents should be reported to a staff member, an icepack can be found in the freezer. Please return after use.

A Defibrillator is situated in the front foyer next to the library cabinet. This machine guides the user through the application of its use.

ILLNESS & INFECTIONS CONTROL GUIDELINES & POLICY

It is the responsibility of each member to ensure that if a child is unwell, the wellbeing of others is considered and the member not attend playgroup for the period the child is unwell. The playgroup is well aware that children encounter colds and coughs throughout the year and that all members make a responsible decision on attending playgroup if their child/ren is unwell.

SUN SMART POLICY

BSCC is a recognised Sun Smart organisation and has adopted 5 Sun Smart Policy objectives:

- Seek shade
- Slip on sun protective clothing
- Slap on a hat
- Slop on sunscreen
- Slide on sunglasses

EMERGENCY & EVACUATION PROCEDURE

The following guidelines and steps have been put in place to follow should an emergency arise: Parents/guardians are responsible for their own child/ren whilst on the premises. Any person who suspects or finds danger, a fire, an intruder etc should raise an alarm to alert others, then adults should rescue any person/child in immediate danger. Guide all people/children through the emergency exit doors and ring 000 and advise the exact nature and remain at the assembly point.

IMMUNISATION

BSCC supports the National Health and Medical Research Council of Australia's recommendation that all children should be immunised using the agreed schedule, unless there is a clear medical reason why this should not occur. In line with the evidence about child and community wellbeing, BSCC encourages parents to have their children immunised using the schedule provided by: <https://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria>

PLAYGROUP ENROLMENT FEES AND INSURANCE:

Playgroup fees cover insurance, play equipment, tea and coffee facilities, discounted party hire available on the weekends.

Fees can be paid:

Per year **\$160.00**;

Per half year **\$85.00**;

Per term **\$50.00**

ACCESS KEY

If the Community Centre is closed (e.g. the office is closed at times during school holiday periods) playgroups are still welcome to attend. A key to access the building is left in the key safe attached to the railing at the entrance to the building. Please contact the office for instructions of use and key safe code. The key must be returned to the key safe directly after opening the door, as the key is not needed to lock the building.

COMMUNICATION

E NEWSLETTERS/MAILCHIMP are distributed on a regular basis. Please ensure you read them for important information. If you would like an item included in the newsletter please email to info@bowenstreet.org.au

FACEBOOK

To keep updated with playgroup session information, pop up playgroups, fundraising activities please join us on Facebook at Bowen Street Community Centre.

RELEVANT LINKS

National Immunisation Program Schedule:

<https://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria>

Department of Families, Fairness & Housing: <https://www.dffh.vic.gov.au>

Infection Control Guidelines: <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines>

Sun Smart Policy:

<https://www.sunsmart.com.au/communities/early-childhood-schools>

Playgroup Victoria: www.playgroup.org.au

ATTENDANCE

There is an attendance folder in each group tray which **MUST** be filled in each session, every week by the Group Representative or another member in the absence of the Group Representative. This is considered a legal document for insurance purposes so it is imperative that it is completed each session. Please advise the Enrolment Secretary if you will no longer be attending playgroup as there is often a waiting list for groups.

EXTRA

For further information, reference can be made to the schedule provided by Playgroup Victoria on ways to reduce infection control within the playgroup.

- Emergency - refer to the Emergency Contact List located in the kitchen and in case of fire:
 - close doors upon evacuation if safe to do so
 - proceed to assembly point (refer to the Evacuation Procedure flyer displayed and in the Session Information Booklet and Attendance Folder)
 - use appropriate extinguisher or fire blanket if it is safe to do so
 - remove other children from the area
 - make the environment safe if applicable
 - call 000 for an ambulance if necessary.

All accidents should be documented in the Accident Book located in the office. Any major emergency should be reported to the Manager immediately and the Committee as soon as possible.