



# *Preston Neighbourhood House Inc.*

*“Leading our community towards greater independence and quality of life.*

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## **PLAYGROUP POLICY**

### **1. AUTHORISATION**

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

### **2. REVIEW DATE**

**This policy shall be reviewed on or before December 2009**

### **3. SCOPE**

*To whom does this policy apply and when?*

- *Parents, carers and their children of our community*
- *Participants and staff engaged in the daily business of Preston Neighbourhood House.*

This policy is explained through:

- Equal Opportunity & Non-discrimination Policy
- Managing Diversity Policy
- Code of Practice
- Charter of Human Rights

In addition, reference should be made to:

- \* Grievances, Complaints & Appeals Policy

### **4. DEFINITIONS**

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- **This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of Preston Neighbourhood House.**
- **It encourages tolerance and acceptance of diversity within our House community.**
- **It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.**

## 5. POLICY

### VALUES

#### **MISSION STATEMENT:**

*“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”*

### PURPOSE

#### AIMS:

***Preston Neighbourhood House Playgroup promotes the social and educational well being of each child, while encouraging the development of a support and friendship network for parents with young children.***

### GOALS FOR OUR PLAYGROUPS

- For children to play happily and safely together,
- For all families to help in running the playgroup.
- To be a meeting place for parents/carers to form new friendships
- To be a socialising experience for parents/carers as well as children,
- For all parents/carers to be responsible for the children they bring,
- To be a friendly place that welcomes all families,
- To respect the facilities of Preston Neighbourhood House,
- For all members to familiarise themselves with this policy.
- To be proactive in organizing your daily program. Excursions or trips to the local park are options available to you.

### POLICY

1. Each parent is responsible for his or her own child's supervision.
2. Parents have the option of taking out Playgroup Victoria membership if they wish.  
(\* please refer to Playgroup Guideline document for an explanation of the situation with respect to Insurance)
3. Parents are encouraged to participate with their child in all activities and are encouraged to suggest new or different activities that will benefit Playgroup members
4. Anyone attending Playgroup is to be made welcome and parents given all information regarding procedures, setting up /packing up routine etc. It is consistent with our Equal Opportunity and non-Discrimination Policy and our Managing Diversity Policy that playgroups are inclusive with membership open to anyone who wishes to attend.
5. As Playgroup operate on a non-discriminatory basis with all parents welcome to attend, new memberships will be subject to vacancies.
6. **“Time Out”** is an accepted method of discipline if needed during Playgroup. “Time Out” is usually applied when a child has physically hurt another child. Physically disciplining a child is upsetting for both the child and the parents and is not recommended as a form of discipline during Playgroup. Maximum time out is 5 minutes in a designated area.
7. As PNH Playgroup encourages co-operation amongst parents, everyone is asked to assist with:

- *setting up equipment at the beginning of the session (please refer to guidelines)*
  - *packing up at the end of the session, both indoor and outdoor equipment (please refer to guidelines)*
  - *damaged or misplaced toys/equipment must be reported and replaced,*
  - *keeping the kitchen tidy e.g dishes washed & put away and floors swept.*
8. For the Children's safety, parents are to observe the following guidelines with regard to maintaining a safe environment
- Parents are required to observe practices that maintain a safe standard of hygiene e.g. washing hands before preparing food, peeling all fruit.
  - Smoking is not permitted anywhere on the premises including the outdoor play area.
  - For safety reasons, children are not permitted in the kitchen or storeroom.
  - Doors to the toilet and playroom are to be kept closed
  - Parents/Guardians should make themselves aware of emergency evacuation procedures.
  - Whilst in attendance at the Preston Neighbourhood House members are obliged to follow our DISPLAN/Response to Critical Incidents Procedures.
  - Families who have an Asthmatic child or one who has a food allergy should have an Action Plan to deal with this condition. The Action Plan should be discussed with the centre manager. *Some children have severe anaphylactic reactions to certain food types. As a precaution we have a nut intolerance policy at this centre, hence please do not bring along foods containing nuts or nut derivatives such as peanut butter or Nutella.*
9. Children, who are ill, must be kept at home for their own comfort and the protection of other children.
10. Enrolment Forms are to be completed and returned with payment of the Membership Fee. The Membership Fee is mandatory to ensure insurance coverage.
11. Parents are encouraged to attend regularly.

Note: Preston Neighbourhood House has an Occupational Health & Safety Policy and a number of associated procedural documents to ensure the health & wellbeing of our members.

The following are available for your reference:

- \* Occupation Health & Safety Policy
- \* O.H.&S. Emergency Evacuation Policy & Procedures
- \* O.H.&S. Disaster Response Plan
- \* O.H.&S. Bullying Policy
- \* O.H.&S. Incident Contingency Plan
- \* O.H.&S. Hazard Reporting

## 6. PROCEDURES

### **GUIDELINES THAT ASSIST PLAYGROUP TO FUNCTION CO-OPERATIVELY.**

1. Please do not bring toys from home.
2. Playgroup equipment cannot be borrowed.
3. Arrangements have been put in place to share equipment between our Child Care Centre and the Playgroups.

Please observe the guidelines for managing this equipment. These are posted in the storeroom.

4. We do not have the means to dispose of baby's nappies. Carers are asked to take soiled nappies away with them to dispose of. Thank you.
5. For further information on the operation of PNH Playgroups, you are referred to the document: "**Playgroup Guidelines – 2008**"

<b><u>SESSIONS:</u></b>	<b>MONDAY</b>	<b>9.30 - 11.30 AM</b>
<b>Indian Playgroup</b>	<b>TUESDAY</b>	<b>10.00 - 12.00 NOON</b>
	<b>WEDNESDAY</b>	<b>1.30 - 3.30 PM</b>
<b>Natural Parenting Playgroup</b>	<b>FRIDAY</b>	<b>9.30 - 12.00 NOON</b>
<b>Playgroup</b>		<b>12.30 - 3.30 PM</b>

<b>I CHILD \$25 per term</b>	<b>2 or more children (&lt;12months each in same family)</b>	<b>\$30.00 per term</b>	<b>Membership \$5 \$4 Casual</b>
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## **7. IMPLEMENTATION SUPPORT**

### **7.1 COMMITTEE STRUCTURE**

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

### **7.2 KEY RESPONSIBILITIES AND AUTHORITIES**

- \* The Coordinator will be responsible to work with staff to ensure this policy is implemented within the centre.
- \* The policy may be viewed in the centre Policy Book.
- \* The Committee of Management must formally approve any alterations to this policy and set due dates for review.

## **8. EVALUATION**

- \* Is the policy being successfully implemented?
- \* Have any implementation issues occurred which need to be referred to C.O.M.