



1.06 PLAYGROUPS

Purpose Statement

Playgroups provide a variety of learning and development opportunities for children, educators and staff. The sessions are informal and relaxed providing children with an opportunity to socialise with other children, make new friends and develop new skills through informal play.

Educators are also provided with opportunities to spend quality time with children enrolled in their service, encouraging, helping and learning about child development and learning frameworks. They are also able to build relationships with other educators, share experiences, knowledge and resources and support one and other in their professional roles.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Policy Statement

TO OFFER PLAYGROUPS THAT FOCUS ON THE LEARNING AND DEVELOPMENT NEEDS OF BOTH CHILDREN AND EDUCATORS.

Procedures

General Information Regarding Playgroups

1. Access to playgroups will be offered to educators for preschool Family Day Care child/ren and their own pre-school child/ren.
2. Playgroup structure will provide a variety of educational and developmental opportunities for educators to observe and participate in.
3. Educators are encouraged to attend playgroup.
4. Decisions about playgroup attendance, cost, location etc will be made at the discretion of the Coordination Unit.
5. Educators are responsible for all children in their care for the duration of playgroup. Educators attending playgroups are required to sign in and out to ascertain numbers at any given time in the case of an emergency evacuation.
6. School aged children are not to attend playgroup, with the exception of prep students in the first term of the school year.
7. Sick children are not to attend playgroup.
8. Educators are expected to actively participate in playgroup; including duty roster, supervising play and assisting children with activities. All indoor and outdoor play areas must be supervised by at least two educators when in use.
9. Staff, educators and children attending Family Day Care playgroups are to wear hats and sunscreen according to the *Sun Smart* procedure.

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10. Educators will be required to book into a playgroup session of their choice (this will happen at the start of each term). Depending on the number of educators interested in attending, a second session may be available.
11. Fees will be charged per term or per session if the educator starts attending playgroup during the term.
12. If an educator has not paid and does not attend for 2 or more weeks in a row without a valid reason; the booking may be given to another educator on the waiting list.
13. Educators are expected to help with playgroup setup and clean up.
14. Educators attending playgroup are to interact with others in a respectful and professional manner.
15. Educators are encouraged to actively participate in the provision/planning and evaluation of activities that are suitable to the individual likes, skills and interests of the children in their care that attend playgroup.
16. Educators are responsible for ensuring that nutritious food is provided at playgroup (refer to Nutrition procedure for further information). Coordination Unit staff will plan special celebration days and activities, which involve food, with consideration to any children that have any special dietary needs or food allergies and educators will be advised of what is allowable.
17. Educators will monitor children that have any special dietary needs or food allergies closely, in order to prevent contact with, or consumption of, foods to which they are allergic.
18. Parents of children with allergies to foods or medical conditions requiring special dietary requirements must provide clear and concise information regarding the condition. Where relevant an action plan is to be completed.
19. Educators of children attending playgroup who have a food allergy or illness are to carry a child's Medical Management/Action Plan and prescribed medications or Auto-injection device (refer to *Managing Medical Conditions* procedure for further information).
20. Playgroups will not be held on extreme or catastrophic (i.e. code red) days (see *Emergency* procedures for further information).

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- *Sun Smart* procedure
- *Emergency* Procedure
- *Nutrition* procedure
- *Managing Medical Conditions* procedure

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What to bring to playgroup?	Tick	<input checked="" type="checkbox"/>
Evacuation bag		
Morning Tea		
Medical Action Plans		
Medication		
Spare Clothes		
Hat & Sunscreen		
Nappies & Wipes		