



Play on Bay

All Souls Anglican Church Playgroup

Procedures & Behaviour Policy

Welcome! We are pleased to have you join us and we hope that you and your child will enjoy your time with us each week. Our aim is to provide an environment that is welcoming, safe, caring and fun!

The following procedures outline the expectations of playgroup attendees (including a behaviour policy). By signing the Registration Form, you agree to abide by these procedures and the behaviour policy.

Playgroup Procedures

Cost of playgroup

The cost of playgroup is \$5.00 per per week.

Morning Tea

We will provide fruit for the children's morning tea. Coffee/tea are provided at no cost for carers.

Sign in/out

You are required to sign in and out of playgroup each week. We need to be able to account for everyone in the event of an emergency.

Set up/Pack up

Playgroup will already be set up when you arrive. At pack up time, it would be appreciated if you could help with putting things away as instructed.

Smoking

Under NO circumstances is smoking permitted within or next to the playgroup areas including outdoors.

Absence

If you will away for more than two weeks, please advise us so we know you are ok. If you will not be returning to playgroup, please let us know in case we can offer the spot to someone else.

First Aid & Illness

A child who is ill will not be allowed to attend playgroup. Factors and symptoms to consider are:

- fever, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
- children with a known communicable disease

If you have a child home sick from school, they are **not** able to come to playgroup. If school children have a curriculum day and you would like to bring them, **please check with us first**.

If your child is injured at playgroup, we have a first aid kit in a draw near the kitchen. You must fill out an accident/incident report which is found with the first aid kit.

Allergies

Please make the organiser aware of any allergies your child may have. Whilst every effort will be made to avoid allergens, please note it is the responsibility of the Parent or primary Caregiver of the child to prevent unwanted incidences. It is also the responsibility of the Parent or primary Caregiver of the child to carry any relevant medication, including EpiPen in the risk of Anaphylaxis, if required.

Safety, Responsibility & Participation

You are required to mind your own children and they must be in your view, at all times (including outdoors). If you are occupied, please ask a helper or another adult to watch your child until you are free. All children are encouraged to sit during snack and story time. Please participate in story and music time by sitting with your child and encourage them to listen and be involved.

Important: For safety reasons children are NOT allowed in the kitchen under any circumstance.

Birthdays

You are most welcome to bring a cake for your child's birthday. **However, due to COVID, we ask that this not happen until further notice.** *Please do not bring any foods that contain nuts to keep our environment safe for those with allergies.*

Change Table

A change table is located in the disabled toilet. Please use the change table when changing a child's nappy and ensure nappies are disposed of appropriately. Nappy bags and baby wipes are provided for your convenience.

Favourite Toys

Please encourage your child to leave their favourite toys and possessions at home or in the car.

Behaviour Policy

The reason for a Behaviour Policy is so everyone has a clear picture of what is expected of them and so problems that may arise can be dealt with in a fair and consistent manner. The intention of this policy is to offer consistent boundaries so the children are safe and each adult feels comfortable. It is not intended to isolate or make anyone feel inadequate as a parent/caregiver.

- 1) Wilful damage to or destroying of toys is not acceptable. Teach children to respect equipment.
- 2) When an adult observes misbehaviour in another family's child, they will inform the child's parent/carer as soon as practical, stepping in only to prevent injury.
- 3) If a child hurts other children (hitting, kicking,, biting, pushing, throwing sand or anything that intentionally causes harm) three times within one playgroup session, it will be expected that the parent/carer will promptly remove the child and leave for the remainder of that session. This action will have a dual purpose: to reinforce to the child the importance of the playgroup rule that we must not hurt others and also to prevent injury to other playgroup members.

We appreciate your co-operation with these procedures and policy.

Thank you.

Play on Bay Playgroup - REGISTRATION FORM 2021

ADULT DETAILS

Adult Name: _____

Relationship to child/ren: _____

Address: _____

Telephone: _____ Mobile: _____

Email Address: _____

Will anyone else take your child/ren to playgroup? Y / N

Name: _____

Relationship to child/ren: _____

Address: _____

Telephone: _____ Mobile: _____

Email Address: _____

Emergency Contact/s:

Name: _____

Contact No.: _____

Relationship: _____

Name and details of child/ren attending playgroup:

1. _____ M/F DOB: ___/___/___

2. _____ M/F DOB: ___/___/___

3. _____ M/F DOB: ___/___/___

4. _____ M/F DOB: ___/___/___

5. _____ M/F DOB: ___/___/___

6. _____ M/F DOB: ___/___/___

CONSENT

CHILD/CHILDREN'S NAME/S: _____

Special Permission	Please circle
I give permission for my contact details to be used by the All Souls Anglican Church Playgroup for the purpose of keeping me informed of information associated with the Playgroup and for the purpose of providing care.	Yes / No
I give permission for my contact details to be used by the All Souls Anglican Church for the purpose of keeping informed of child-friendly events in the church.	Yes / No
I give permission for Playgroup to take photos and video for use <ul style="list-style-type: none">• in Playgroup	Yes / No
<ul style="list-style-type: none">• in the promotion of the All Souls Anglican Church Playgroup	Yes / No
<ul style="list-style-type: none">• on the All Souls' website for the promotion of the All Souls Anglican Church Playgroup	Yes / No

Indemnity Statement

I understand that my child/ren must be accompanied by an authorised, supervising adult who is responsible for my child/ren and their safety whilst they are attending the All Souls Anglican Church Playgroup.

I agree to indemnify and hold harmless the All Souls Anglican Church Playgroup, and the All Souls Anglican Church against all claims, demands, suits and liability of whatever arises out of any injury to my child or myself whilst at playgroup.

I have read and understood the All Souls Anglican Church Playgroup information. I agree to participate in and adhere to the Playgroup Procedures and Behaviour Policy.

NAME (Please print): _____

SIGNED: _____

DATE: _____