



**BRENTWOOD PARK
NEIGHBOURHOOD HOUSE**

Playgroups

play, learn & grow together



WE PROMOTE FRIENDSHIP
FUN AND LEARNING. FOR ALL
FAMILIES IN THE COMMUNITY

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BPNH PLAYGROUP INFORMATION BOOKLET

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1. INTRODUCTION

This Information Booklet is compiled for general reference by parents or guardians enrolling their child in the Brentwood Park Neighbourhood House Playgroup for 0 to 4 year old children.

The program was developed to allow children the opportunity to practice and further develop their social and developmental skills, with a semi-structured program, before they move on to Pre-Kindergarten.

The Playgroup does not receive funding or grants from the Victorian State Government or the Department of Education and Training funding or grant programs.

Brentwood Park Playgroup is a self-funded entity covering expenses from enrolment fees and fundraising.

2. WHAT IS PLAYGROUP?

At playgroup, parents and carers get together with their young children for a couple of hours each week to connect, learn through play and most importantly, have fun. Essentially, playgroup is one of the first, and most important social networks for children and families.

At playgroup, families can learn new ideas for playing at home, make new friends and share their experiences in a relaxed environment.

3. PROGRAMS FOR CHILDREN

Programs vary on a weekly basis, and are planned and implemented to allow children to develop their language, cognitive, gross and fine motor social and emotional skills.

4. AN EXAMPLE OF A PROGRAM

- Free Play / Activity Time
- Group Time, which includes music and movement, storytelling, songs
- Snack Time
- Outdoor Time (weather permitting)

If you are unsure about the program or have concerns regarding your child, please speak to the staff.

5. ADMISSION REQUIREMENTS AND ENROLMENT PROCEDURES

Playgroup is for toddlers and pre-school aged children. They can be accompanied by mothers, fathers, grandparents, nannies or other carers. Brentwood Park Playgroup is inclusive, providing welcoming supportive environments for all families to come together regardless of cultural, social or economic backgrounds.

Children can only commence the Playgroup program at any age up to 4 years old.

The Playgroup Enrolment Application Form may be completed at any time. This form is lodged with the Playgroup and with the required deposit secures a day and session time preference.

The **Playgroup Enrolment Record Form** is the official enrolment form requiring comprehensive details of the child, parents, immunisation details and authorisations.

6. STAFF

Sessions are conducted by a Playgroup Educator who holds a Diploma in Children's Services, a current Level 2 First Aid Certificate, and both a current Police and a Working with Children Check.

7. TERM DATES

TERM	TERM DATES 2020	CENTRE CLOSED 2020
Term 1	Monday 3 February – Friday 27 March	Labour Day: Monday 9 March
Term 2	Tuesday 14 April – Friday 26 June	Good Friday: Friday 10 April Easter Monday: Monday 13 April ANZAC Day: Saturday 25 April Queen's Birthday: Monday 8 June
Term 3	Monday 13 July – Friday 18 September	
Term 4	Monday 5 October – Friday 18 December	Melbourne Cup: Monday 2 November and Tuesday 3 November Enrolment Week for 2021: Monday 23 November – Friday 27 November

8. SESSION TIMES

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

All sessions are subject to minimum enrolment numbers.

9. FEE STRUCTURE AND ARRANGEMENTS FOR THE PAYMENT OF FEES

The fee structure is on a per Term basis with Term Fees being payable upon enrolment. Terms Fees are pro-rata according to date of enrolment. Payments are accepted by cash or Eftpos/credit, we do not accept payments over the phone.

The Fee Structure is as follows:

FEE STRUCTURE 2020
\$90.00 PER TERM PER FAMILY

It is a requirement within the Rules of the Association that all users of Brentwood Park are to become members of the Association. To become a member of the Association a person must submit a written application (Rule 9(1)) to be accompanied by a joining fee (Rule 9(2) (b)).

BRENTWOOD PARK JOINING FEE
\$6.00 PER FAMILY PER CALENDAR YEAR

This Membership Fee entitles you to join other groups at the Centre, Public Liability Insurance and

Membership of Playgroups Victoria.

10. CANCELLATION OF PLAYGROUP SESSION AND REFUNDS

If a parent or guardian withdraws their child during the Term no refund will be given for any sessions cancelled.

If you are going to be absent for sessions during the Term, please note that there is no concession for missed weeks.

If a child is not settling and it is recommended by the teachers to withdraw the child, a refund will be given upon receipt of a written* request from the parent or guardian.

11. ARRIVAL

Please arrive on time to avoid disruption during the session.

When you first arrive please sign the "Sign In and Out Book" which is located inside the Playgroup Room. Every child must be signed into the Centre by the person who brings them to the Centre for each visit.

12. ABSENCE

If your Child will be absent for more than 2 consecutive sessions, please notify the Centre promptly. Make up days are not available in any other sessions.

You will be charges until the day you confirm with us that you are no longer attending Playgroup.

13. WHAT TO BRING – SNACK

Due to high amount of allergies and anaphylaxis snack is limited to fresh fruit, fresh vegies and salad. We are promoting healthy eating.



Children are to bring along a drink bottle (water only).

For the health and safety of children with food allergies, all snack boxes, drinks and bags must be clearly labelled with your children's name.

14. SUN SMART

The Centre will require children to wear hats which protect the face, neck and ears whenever they are outside. It is recommended that either a broad-brimmed hat, legionnaire hat or bucket hat be worn. This will offer the best protection for your child.

Parents need to apply sunscreen on their child.



Also we require sensible dress, no open toe shoes, thongs or crocs.

15. CLOTHING

Please provide a complete change of clothing for your children each visit appropriate to the weather.

Smocks are provided to ensure that clothing is kept as clean and dry as possible, but a misguided paintbrush or spray of water can occur at any time.

Please remember that your children are at Playgroup to have fun, so a brand new designer outfit will not allow your child to feel comfortable experimenting with messy activities.

16. PROCEDURES FOR DEALING WITH ILLNESS AND EMERGENCY CARE

The health and safety of all children is a major concern to the staff and parents or guardians using the Playgroup sessions. Due to the constant interaction children have with each other, it is very easy for one sick child to risk the health of other children attending the same session.

If your child is unwell, please do not risk the health of other children or staff by bringing them to the Centre.

17. COMMUNICATION

It is always important for staff to be kept informed about your child and their changing needs, in order for us to provide an environment that allows your child to continually feel comfortable and confident.

Changes could include:

- a family member moving in / out, dying, being born
- hospitalisation of the child or member of the family
- a new pet
- moving house
- birthday
- unsureness about staff or children within the room.

All of the above scenarios can have a strong impact on the way your child sees their world and their place within it. It is important for staff to know these things so that we are able to better understand your child and provide appropriate support, conversation or activities.

18. SPECIAL EVENTS – BIRTHDAYS

Parents or guardians are welcome to bring a birthday treat for their child and other children.

Freddo Frogs or lollypops are suitable treats that your child can hand out to his/her group at the end of the session. No cakes or cupcakes please!

If your child is unable to participate in birthday celebrations, due to religious reasons, please inform the staff prior to the session(s) commencing.

19. CONCERNS OR QUERIES

Please feel free at any time to discuss any concerns or queries you may be having. To do these please arrange a time to meet with the staff or wait until all children have left the room. Everything discussed is held with the strictest of confidence.

If you ever feel that the staff within the children's room will be unable to help you with your concern or query, please speak to the Centre Manager.

20. PARENTS WITH SPECIAL JOBS / TALENTS

If you have a specialist job or talent, and are able to share something within one of our sessions, we would love to hear from you.

Specialists could include:

- Police Officer
- Fireman
- Ambulance Officer
- Nurse etc.
- Dentist
- Hairdresser
- Clown

Talents could include:

- Instrument Player
- Crafts

21. ANIMALS

On previous occasions we have had a variety of animal pets come and visit. These have included:

- Turtles
- Baby Chickens
- Baby budgies
- Puppies
- Kittens
- Rabbits
- Photos of pets is also a good idea

If you have any friendly and interesting pet that you would like to share with the children, please inform the staff to perhaps arrange a time for a visit.

22. ITEMS OF INTEREST

Children are always fascinated with new things, so any items of interest that you may come across, and are able to bring in for staff to show and tell, would be greatly appreciated.

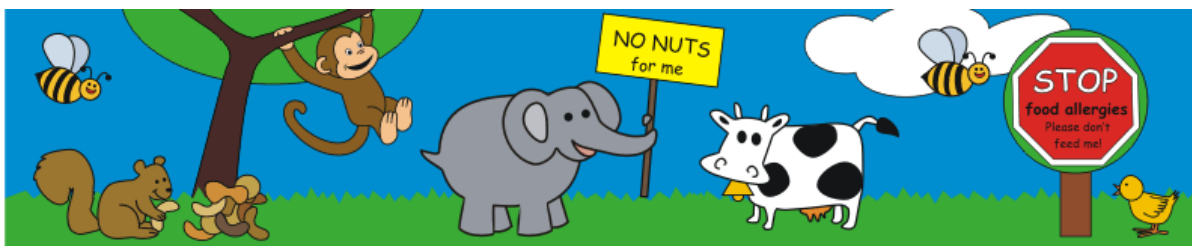
Items of interest could include:

- Birds nest
- Emus eggs
- Cocoons
- Brightly coloured autumn leaves
- Fossil rocks etc.

23. ALLERGY/ASTHMA/ANAPHYLAXIS/ POLICY

In order to reduce the risk of severe allergic reactions, and high risk of choking of children attending Playgroup, any food containing nuts are not permitted to be brought in by any child or parent.

- Peanuts (including chocolate bars containing peanuts e.g. Picnic or Snickers bars, muesli bars containing nuts etc.)
- Peanut butter
- All nut based spreads (e.g., Nutella)
- Tree nuts (e.g., almonds, hazelnuts, walnuts etc.,)



24. IMMUNISATION

When the child is enrolled the parents or guardians are required to bring in a copy of their child's **Immunisation History Statement**.

Immunisation History Statements are available on request at any time by contacting Medicare:

- By telephone on 1800 653 809
- By email on acir@medicareaustralia.gov.au
- Online at www.humanservices.gov.au/customer/services/medicare/medicare-online-

accounts

- In person at your local Medicare Service Centre.

A copy will be placed confidentially within your child's records.

"No Jab, No Play" legislation refers. Details are provided in the Playgroup Enrolment Record Form.

Please see the Office for fact sheet.

25. PROCEDURES FOR DEALING WITH INFECTIOUS DISEASES

If there is an occurrence of any infectious disease listed below it is a requirement that the parent or guardian of each child attending sessions in the Children's Room be notified.

Children who show symptoms of an infectious disease or illness will be made comfortable and kept under close supervision until they can be taken home.

A notice will be displayed each time there is an outbreak of any infectious disease, and this will include the date, type of illness and symptoms.

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as listed in Schedule 7 to the Public Health and Wellbeing Regulations 2009.

In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded

Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded

Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

26. BEHAVIOUR MANAGEMENT POLICY

It is essential for those working and interacting with young children to approach children's behaviour in a positive way. Behaviour will be based on respect for self and respect for one's surroundings.

Identifying skills of encouragement, redirection and effective communication uses positive guidance techniques for infants and young children.

The children are encouraged to develop social skills, which will allow them to resolve conflicts, and have their needs met without the use of aggressive or destructive behaviour.

Children are held responsible for their behaviour. Giving children appropriate choices and allow them to accept the consequences of their decision.

27. GRIEVANCE & COMPLAINTS

In most cases dealing with grievances or complaints will be the responsibility of the staff.

If the situation is not resolved at a staff level the grievance or complainant must put in writing to the Manager.

Please consult the Brentwood Park Neighbourhood House Policy and Procedures – Complaints and Grievances Policy available from the office.