



Welcome to Kyneton Playgroup!

We're so glad that you and your little one(s) have come to join us! Please make playgroup your own. Kyneton playgroup is run by parents and families to provide a fun and safe place for preschool aged children to meet, socialise and play.

As a self-run and self-funded playgroup, we rely on parents and families to volunteer to assist with both the day to day operation of playgroup and also with co-ordinating events, fundraisers and participating on the Committee to make sure Kyneton Playgroup can continue to thrive in our Community for years to come.

Location: Kyneton Playgroup is located at the Uniting Church Hall on Ebden Street Kyneton.

Session Times: We run three (3) sessions per week on Tuesday, Wednesday and Thursday 10am to 12pm.

Sessions run during the school term and you are welcome to attend as many or as few sessions as you like. At each session we have a shared morning tea so we ask that every child brings a piece of fruit with them to share.

Please help to ensure that the fruit preparation and clean-up is shared between the parents at your session.

Cost: All new members can attend 2 sessions for free.

After that, we charge \$5 per session, which you can pay on the day in cash, or we charge \$30 for the term. The families who volunteer to be on the Playgroup Committee are entitled to a reduced fee of \$20 per term.

You can pay your membership fees via electronic bank transfer:

Kyneton Children's Playgroup

BSB 063 517

Account 0090 2852

Membership: All families who attend playgroup must ALSO have Playgroup Victoria Membership. This membership is separate to the term fees or session fees you pay directly to Kyneton Playgroup.

This cost is \$40 for the year (\$30 with concession) and ensures we are covered for public liability insurance. Once you have attended your 2 free sessions, you must have a Playgroup Victoria Membership number in order to attend further sessions.

Playgroup Victoria Membership can be organised online through

www.playgroup.org.au or call 1800 171 882.

The Kyneton Playgroup number is 10634, you will need this when you join.

Please let Playgroup Victoria know all the days that you might attend playgroup. We strongly recommend that you select Tuesday, Wednesday and



Thursday which allows you greater flexibility and allows you to attend special events outside your regular day/s.

PLAYGROUP COMMITTEE

Our Committee is run by playgroup member volunteers, and our members for 2017 are:

President	Miriam Yates
Vice President	Vacant
Secretary	Alicia Pulford
Vice Secretary	Joanne Murray
Treasurer	Rexine Perry
Co-Treasurer	Peter Atkinson
Membership	Gretel Nitschke
PR/Social Media/Facebook	Sandra Dykmans
Maintenance	Sandra Dykmans
HR/Community Engagement	Bronwyn Kome
Committee Members	Veronika Sultana and Claire Moore

Each year we call for new Committee members to join. As our kids grow up and families no longer attend, we need to keep the Committee going. Please talk to a current member or email us if you can help out.

YOUR FIRST DAY AT PLAYGROUP

At your first visit, fill out the [Playgroup Family Enrolment Record book](#). It's also a good idea to visit our website and join our mailing list <http://kynetonplaygroup.weebly.com/>. We also have a Kyneton Playgroup Members Facebook page at <https://www.facebook.com/groups/198721490586694/> to keep up to date with current information and events.

- Every time you come to play, sign the Attendance Record book.
- Every play grouper needs to be a member of Playgroup Victoria. This is essential for our insurance.
- Suggested session activities include:
 - Free Play
 - Shared morning or afternoon tea – please bring a piece of fruit and drop it in the fruit bowl when you arrive.
 - Optional group activity/free play
 - Story time
 - Group tidy up



- All the toys, games, puzzles, craft materials, books, etc are available for every child to play with at every session. You may set up any form of play that your child wishes with the equipment we have provided.
- Help yourself to tea and coffee. Remember to wash and put away your cup.
- At Playgroup you are responsible for your own children. Ensuring your child is behaving appropriately helps Playgroup to be enjoyable for everyone.
- Everyone helps get the toys out, put away and clean up after each session.
- We have a Sun Protection policy for outdoor play - bring a hat!
- Please take all used nappies home with you and do not put them in the bin in the toilets. A change table and bags are available for use in the toilets.
- Remember to check the front table and noticeboard to see what is happening – don't forget to take note of our Evacuation Procedures – just in case.
- You can find us on Facebook. Join the group for up to date information on news and special events.

OPEN AND CLOSE PLAYGROUP

We have a roster of parents and families who volunteer to open/close playgroup during the term. Regular attendees should familiarise themselves with this procedure in case the volunteer is unable to attend on the day. Remember that playgroup volunteers are unpaid parents and families with other commitments and are sometimes unable to attend. If you are able to volunteer to go on the roster, please email kynetonplaygroup@gmail.com.

If you arrive at Playgroup and there is no one to open up, please contact our President Miriam 0404878307.

HELPING AT EACH SESSION

It would be greatly appreciated if everyone attending the playgroup could help out with the following tasks:

- Cutting Up Fruit (prior to 11am)
- Clearing/Setting the table for kids snack time (at 11am)
- Packing away toys (indoor & outdoor)
- Cleaning paint brushes
- Wiping tables
- Washing dishes & putting them away
- Vacuuming etc...



Playgroup works best when we work together. Talk to the families attending on the day to share the work around. While some help tidy up and pack toys away, how about you entertain the kids by coordinating some shared play or story time. We have a large parachute that the kids love, plenty of books, or sing some songs. The choice is yours!

FUNDRAISING

It is really important that the playgroup community helps out with fundraising. This makes sure that we can pay for hall rental fees, maintenance and enhancements, new toys and equipment, paint and craft products etc.

In the last few years we have produced a CD and cookbook. Keep an eye out in local shops, or contact a committee member if you would like to purchase.

One of our biggest fundraising events is the Kyneton Show bake sale where we ask our members to bake something or help out at the stall on the day.

For those of us who shop at the Kyneton IGA, we are also a Community Rewards member. When you shop, ask the IGA staff for a token (if you spend over \$20) and put it into the Kyneton Playgroup box.

POLICIES

Kyneton Playgroup has a comprehensive set of policies that can be viewed at any time. They are located in the Daily Sessions Tub (where all the enrolment books are kept).

PLAYGROUP IS NUT FREE

Please remember that Kyneton Playgroup is a nut free space. Please ensure that snacks do not contain any nut products. Snacks are to be eaten only at the tables on the vinyl floor area. Parents/families need to notify the Committee if their child has any allergies so this can be managed.

SUN SMART POLICY

Our Sun Protection Policy states that children should have sunscreen applied BEFORE they come to Playgroup in Terms 1 and 4, and that hats must be worn outside. Clothing should provide protection to shoulders and knees.

INFECTION CONTROL

Our Infection Control Policy reiterates the importance of washing hands after using the toilet and blowing your nose, and before eating or preparing food. Also, used nappies must be taken home.

GRIEVANCE POLICY

Feel free to speak personally with the President (or any committee member) if



you feel that you have been treated unfairly or have any concerns. Or email kynetonplaygroup@gmail.com.

HOT DRINKS

Please help yourself to tea and coffee. Milk is in the fridge and is labelled "Playgroup" or "PG". Please make sure you only use milk with this label. Please wash all of your dishes, empty the kitchen bin and replace the bin liner at the end of each session. Please make sure that hot drinks are not left where little hands can reach them! Be mindful of the different ages of children that attend each session and keep hot drinks in a safe area.

EMERGENCY INFORMATION

Contact Numbers:

Police, Fire, Ambulance	000
Poison Information Centre	13 11 26
Maternal and Child Health Centre	5422 0366
Hall Maintenance Person	5422 3828 (Doug McIver)

This is for emergencies only.

Emergency Equipment

FIRST AID KIT in the Playgroup cupboard in the kitchen

FIRE BLANKET in kitchen

FIRE EXTINGUISHER at the front door and in hallway by the kitchen

In Case of Accident/Injury or In Case of a Child Sustaining an Injury

The relevant medical attention is to be decided by child's parent/carer.

If the first aid kit is used, a note must be left for the Maintenance Officer so supplies can be replenished.

The incident should be recorded in the INCIDENT REPORTING BOOK, which is located in the Daily Sessions Tub.

In Case of an Adult Sustaining an Injury

The relevant medical attention is to be decided by those present.



If the adult is incapable of caring for the child, the emergency contact person should be contacted as soon as possible. These details are in the Family Enrolment Book in the Daily Sessions Tub.

Child to be cared for by another member until alternative care is organised.

EMERGENCY EVACUATION PROCEDURE

All people visiting playgroup should be alerted to the evacuation plan on the hallway door leading to the kitchen. Sessions leaders should make themselves familiar with the evacuation points and assembly points. Trial Evacuations should be carried out twice per year. In case of fire or other event that may threaten safety of those at Playgroup, the following action should be taken.

Remove all children from the immediate danger area.

Evacuate the building

1. Stop all activities immediately
2. Walk the children to the nearest safe exit
3. Do not stop to collect personal effects
4. Collect **Attendance Record** if safe to do so
5. Check all the rooms (toilet, kitchen, meeting room)
6. Make your way to the designated assembly points

Remain at the assembly point.

If it was possible to collect the Playgroup Attendance Record, take a role call to ensure that all people have been safely evacuated.

Call 000 and report the emergency.

Location: Uniting Church Hall, corner of Ebdon and Yaldwyn St West, Kyneton.

Do not return to the building until it has been declared safe.

Evacuation points

1. Front door
2. Rear door at the end of the hall
3. Door leading from playgroup activity room

Assembly Points

1. Bottom Car Park



2. Uniting Church

Exits are marked. Make sure exits remain clear at all times.