

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 coordinating events, fundraisers and participating on the Committee to make sure Kyneton Playgroup can continue to thrive in our community for years to come.

LOCATION	St Andrew's Uniting Church Hall, 54 Ebdon Street Kyneton
SESSION TIMES	10am to 12pm, every Wednesday and Thursday during school terms
COST	<p>Your first two (2) sessions are free, then it is \$5 per session (pay on the day in cash), or \$30 for the term, which allows you to attend as many sessions as you like.</p> <p>The families who volunteer to be on the Playgroup Committee are entitled to a reduced fee of \$20 per term.</p> <p>You can pay your term fees via electronic bank transfer: Kyneton Children's Playgroup BSB 063 517 Account 0090 2852</p> <p>Upon paying your term fees, please email kynetonplaygroup@gmail.com citing the reference you used when making payment.</p>
MEMBERSHIP	<p>All families who attend playgroup must <u>also</u> have Playgroup Victoria Membership. This free membership is separate to the term fees or session fees you pay directly to Kyneton Playgroup and ensures we are covered for public liability insurance.</p> <p>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.</p>



PLAYGROUP COMMITTEE

Our Committee is run by playgroup member volunteers. 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, such as your session leader, or email us if you can help out.

YOUR FIRST DAY AT PLAYGROUP

At your first visit, please fill out the Playgroup Family Enrolment Record book. It's also a good idea to visit our website www.kynetonplaygroup.weebly.com/. We also have a Kyneton Playgroup Facebook group at www.facebook.com/groups/KynetonPlaygroup/ 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
 - 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 from the kitchen (our milk is labelled 'PG' in the fridge). 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 – apply sunscreen and 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 view current information and don't forget to take note of our Evacuation Procedures – just in case.

OPENING AND CLOSING 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 check the Facebook page as the volunteer who was scheduled to open will have written a post with an update.

HELPING AT EACH SESSION

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

- Packing away toys (indoor & outdoor)
- Cleaning paint brushes
- Wiping tables
- Washing dishes & putting them away
- Vacuuming and wiping down tables

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. 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 previous years we have produced a CD and cookbook. We welcome all new and creative fundraising ideas!

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.

POLICIES

Kyneton Playgroup has a comprehensive set of policies that can be viewed at any time. They are located in the Daily Sessions Tub (ask your session leader if you would like to view these).

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 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. Hand sanitiser is available on the table near the front door.

GRIEVANCE POLICY

Feel free to speak personally with 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 |
- (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 on the table near front door 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.

Assembly Points

- Bottom Car Park
- Uniting Church



- **Call 000 and report the emergency.**
Location: Uniting Church Hall, 54 E b d e n St (corner of Ebden 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
- **Exits** are marked. Make sure exits remain clear at all times.