



Carrington Children's Centre

3 Year Old Playgroup Guidelines

- If you have any questions about any of the 3yo program's guidelines listed below, please don't hesitate to ask.
- You can contact me via email info@millparkplaygroup.org.au, or phone [0466 944 809](tel:0466944809)

- **Labelled Bag** - Your child will need to bring a backpack/bag containing:
 - Something to eat→ a healthy lunch (not party food, chips, chocolate bars etc)- we eat around 11am.
 - Drink bottle (water only).
 - A sunhat→ from September to end of April (Also apply sunscreen, if necessary, before the session).
 - A change of clothes (including nappies, wipes, nappy bags if required).→ Everything must be labelled clearly with their name!

- **Children's clothes:**
 - Please do not dress children in their 'best clothes' as even though we put on smocks, sometimes the paints, sparkly glitter-glue and coloured slime we use may get onto clothing.
 - Also sturdy shoe wear is recommended, i.e. for climbing and running (no thongs please).

- **No home toys**—To prevent conflict amongst children, please do not bring toys from home (only bring a toy on your child's allocated 'share day' – see parent roster).

- **On arrival:**
 - Please ask your child to hang up their bag.
 - Fill out the sign-in attendance folder (alternative pick-up persons must be recorded and inform Penny about this on the day).
 - Encourage your child to go to the toilet (if applicable).
 - Then invite your child to play.
 - Finally, say 'happy goodbyes', without making the departure too much of a 'big deal'(during the 1st couple of weeks, you may like to stay while they settle in or wait awhile in the carpark).
 - Please try to be on time, but not too early as I'll need a whole hour prior to set up activities.
 - If after 4 weeks your child is still upset and/or showing signs of extreme separation anxiety, then alternatives will be discussed (as being in this continuously stressed state could be harmful to the child). We may suggest that they attend our community sessions where parents always stay during playgroup.

- **On Departure:**
 - Please wait outside the bathroom door on the veranda until someone calls you in.

- All parents must be present to pick up their children at 12.30pm (Noticeably late pickups may result in late fees being charged at \$1 per minute).
 - Collect your child's bag & communication pocket for notices or artwork.
 - Sign out in the attendance folder.
 - Next, enter the room, but wait for your individual child to be dismissed (once Penny 'sights' you) - at first, you may have to encourage them to remain seated on the floor.
 - Check that you have collected all your child's items, e.g. other artwork & drink bottles etc.
 - Please inform Penny, at the start of the session, if you need to collect your child early (as 'unexpected pickups' can be disruptive).
- **Contacting parents:**
 - If your personal details change, particularly your contact information, please let us know asap - so we can update your enrolment forms.
 - Always have your mobile phone with you & switched on at all times while your child is in playgroup.
 - Parents may also get a call to come in to change a dirty nappy if we are extremely busy or it is one that 'requires a bath'.
- **Roster Duty:**
 - Ensure you arrive on time.
 - If you become suddenly unavailable for duty, please text or email me asap – so I can try to swap your shift with someone else. We need at least a 4:1 ratio of children to parents or we cannot operate.
 - Duty expectations include: helping out (e.g. with craft/art activities etc), yard duty, packing up, washing up, wiping tables, plus sweeping and vacuuming.
 - Please do not walk around the room with hot drinks, e.g. hot coffee etc (these can be consumed during lunchtime when the children are seated).
 - Please avoid mobile phone use (taking photos is ok – but please refrain from posting photos of children, other than your own, on social media).
- **Sickness:**
 - If your child is quite sick, e.g. green nasal discharge, bad cough or fever – please do not bring them to playgroup.
 - If your child is home sick, it would be great if you could just send me a brief text to let me know.
 - If your child has been 'off-colour' or not sleeping well -please let Penny know.
 - If your child requires medication to be administered, e.g. antibiotics - please let Penny know.
- **Injury/accident:**
 - Minor injuries will be treated onsite (such as abrasions, small cuts) - parents will be informed of any minor incident on pick-up & a call to parents will be made if any significant 'head bumps' occur.
 - An ambulance will be called immediately in the event of any serious injury. So please ensure you have a current family ambulance membership.