

elsternwick toddlers playgroup inc

Policy and Procedures

January 2017

Following is a list of policies that the ETP committee requires members to be informed of and to accept as a condition of their membership.

1. Enrolments / Membership

Families wishing to attend ETP are required to hold membership. Membership is for families, meaning that parents and other listed carers of children can be registered to attend Playgroup. The membership year runs from February 1st to January 31st the following year. Each year, all members are required to submit a completed membership form, either on-line to etpmemberships@gmail.com, or in hard copy, either to be posted or left in "Memberships" in- tray near the front door.

It is expected that all new members have read ETP policies and procedures and it is a requirement that upon registration, all new members read and sign the Membership Guidelines form.

Annual fees can be paid by electronic funds transfer, or by cheque or money order.

Playgroup has the capacity for 110 members. If the number of enrolments looks to exceed this number, then applications will be waitlisted in date order. The waitlist is to be maintained by the membership co-ordinators. Waitlisted applicants will be contacted when a place comes available. Preference for waitlisted applicants is to be given to residents of the City of Glen Eira.

2. Age Requirement

ETP is for preschool aged children (ages 0-5) only. Once children start primary school they are no longer eligible to attend.

3. Hours of Operation

Monday-Friday 9.30am -12.30pm

Tuesday and Thursday afternoons 3.00pm -5.00pm

Playgroup is open during school holidays but not on public holidays. Playgroup closes for 2-3 weeks over the Christmas period and members are notified of these dates beforehand.

4. Attendance Register

It is mandatory that every parent/carer signs themselves and their children in the register upon entering and leaving the premises. Failure to do this could jeopardise your and other family's insurance cover.

5. Fees/Insurance

The annual membership year is from February 1st to January 31st. Full year membership is available and encouraged. Membership fees can be reduced from midway through the Playgroup year. The membership is non-refundable. We encourage all interested

families to attend one complimentary session to 'try out' our playgroup so as to make an informed decision before joining. The annual membership fee consists of an ETP annual fee, Playgroup Victoria membership and insurance cover. A breakdown of the fees is published yearly on the membership application form. Insurance only covers registered family members (including grand-parents) and is only available for preschool age children. If you have a new baby or your carer arrangements change during the year you must be notified the Membership Coordinator(s). Parents and carers can only bring children whose families are also ETP members to playgroup.

6. Visitors

Playgroup is based on membership only. Visitors are not able to attend playgroup because of insufficient insurance coverage and to avoid the hall becoming too crowded. Visitors are only allowed to attend one session of playgroup to try it out with the intention of joining. It is the responsibility of the visitor to inform the membership coordinator or the president(s) of the intended visit beforehand by emailing etpmembership@gmail.com prior to visiting Playgroup.

7. Children with Additional Needs

All children are eligible to attend the playgroup regardless of his/her ability, economic status, racial/cultural background or religious affiliation. Please notify upon enrolment if there are any special requirements for your child.

8. Communication

Information about happenings at playgroup are regularly sent via email. It is expected that all members read these emails as they

may contain updated information in regards to the safe running of our playgroup.

When joining Playgroup, members are asked to click on the "follow" tab on the etp-au.org website on the home page and register their email address to subscribe. If you have followed both of these steps and are not receiving correspondence, please check your email address or contact the membership co-ordinator.

Members are also able to follow ETP on Facebook.

The noticeboard is a vital link between members. Please read it every time you attend playgroup.

Should you need to contact a committee member, all contact details are posted on the noticeboard.

General requests for stock or consumables can be written on the whiteboard located in the kitchen.

We value your feedback and input, so if you have any comments, suggestions or concerns, please email us at etpmembership@gmail.com.

9. Cleaning of the Playgroup

All members are requested to help. The cleaning and tidying up of the playgroup hall, outside area, toilets, activities and toys at the end of each session is the duty and obligation of all members and carers at that session. If you simply tidy up after your own child(ren), there is not that much work to be done at the end of the play session, even if you don't stay until the end. Cleaning requirements are displayed on notices throughout the hall and our success relies heavily on the members' sense of fair play and team spirit.

- Chairs are to be stacked neatly along the wall adjacent to the food tables, so the floor underneath can be swept, vacuumed or mopped as needed.
- Toys/puzzles tidied up and put away.
- All dishes washed and put away.
- Paint & paste brushes to be washed. On Fridays also wash paint containers.
- Kitchen sink & benches wiped down.
- All rubbish & kitchen scraps to be put in bins in the kitchen. Recycling to be placed in appropriate bin.
- Rubbish collection is Wednesday, please put rubbish bin out on Tuesday.
- Craft items to be returned to the craft cupboard.
- Vacuum all carpeted areas.
- Sweep and mop
- Tidy up outside area, store all outdoor toys in the shed and lock it.
- Clean toilets if needed (usually every week or so).
- Sweep paving around the sandpit to avoid build-up of sand in the grass. Close lid of the sandpit.
- Taking home linen for washing (craft towels, hand towels and tea towels
- Turn off the switch to the CD player and also all heaters.
- Last person to leave; turn off all heaters and fans, pull closed all doors to lock them (no keys required).
- Turn off lights; switches located in the front foyer.

Carpets are steam cleaned professionally 1-2 times a year. The toys, dressups and furniture all have a good clean at the two working bees throughout the year.

If you are leaving early you can still make an important contribution to keeping playgroup clean. Suggestions for early leavers include:

- washing fruit dishes
- wiping kitchen benches, food tables
- tidy up craft
- tidy any toys

Your contribution will be greatly appreciated by those members who leave later.

10. Working Bees

There are two working bees per year to maintain and upkeep the facility. To ensure the playgroup is safe, clean and comfortable for your children, it is essential that working bees have the support of all parents. With so many families involved in the playgroup, it is not unreasonable to expect each family to attend one working bee during the year. All members will be informed of the dates of the working bees, and can put their name down for either one. For safety reasons, children cannot attend the working bees.

11. The sandpit

- Ensure the sandpit is supervised and that children do not climb on the cover when it is closed. It is not strong enough to support anyone walking on it!
- The locks on the lid need securing when the sandpit is opened (beware of accidents!!)
- The children are allowed to use water in the sandpit to extend the range of play options.
- Please no sand throwing and sand must stay in the sandpit.
- The paving around the sandpit must be swept at the end of the play session to avoid build up of sand in the grass.

- Return all toys to the shed and close lid of sandpit.

12. Fruit time (Between 10.30am -11.00am)

Members are asked to bring a piece of fruit per child when they attend playgroup and this will be shared during fruit time (leave in fruit bowl on kitchen counter). All fruit should be washed before use and disposable food handling gloves used in the food preparation. Any member is welcome to prepare fruit. Please use cutting boards for cutting, not the fruit plates. Fruit bowls for the children are located in the kitchen cupboards. Food or drinks may only be consumed on the lino and/or outdoors. We encourage you to get your child to sit down when eating. Please don't allow your child to walk around with food and there is to be no food consumed in the carpeted area. At the end of fruit time, dishes need to be washed and put away. Help yourself to tea/coffee at any time, which is kept in the kitchen. Please don't walk around with hot beverages and don't leave cups standing around.

13. Health, Safety and Infectious Diseases

For the health and well-being of all participating members, certain health and safety standards need to be adhered to at all times.

13.1 Hand Washing

Children are encouraged to wash their hands immediately prior to fruit time and always after going to the toilet. Adults must wash their hands prior to any food preparation, after going to the toilet, helping a child on the toilet, wiping a child's nose, changing a nappy etc.

13.2 Food & Allergies

Hands and fruit must be washed and disposable gloves can be used when preparing the fruit. Playgroup is a nut free zone.

13.3 Kitchen

The kitchen is to be cleaned at the end of each session. Cleaning sponges are colour coded, please make sure this is adhered to. Cleaning sponges are to be replaced every Monday with new ones.. Members are requested to assist with laundering of linen

13.4 Infectious Diseases

If your child is feeling unwell, he/she should be kept at home for both the child's sake and to eliminate the risk of possible infection to other children. If you or your child has any of the following conditions, please do not come to playgroup:

- Cold and flu symptoms (although common, they are infectious)
- High temperature or feels feverish
- Conjunctivitis – red and/or inflamed eyes with any discharge
- Diarrhoea
- Vomiting during the night
- Is unusually pale, tired, irritable or lethargic
- Has an eye, ear or throat infection and is on antibiotics. Your child should stay at home until he/she has had medication for at least 24 hours
- Has any highly infectious disease i.e.: chickenpox, hand/foot and mouth disease, roseola infantum, whooping cough

Please be considerate as we have many pregnant women attending the playgroup. Certain diseases can be highly dangerous to them and their unborn child!!

14. First Aid

The first aid kit is mounted on the wall by the back door. The ice pack is in the freezer. An accident report has to be filled out each time an accident occurs (report book with first aid kit).

15. Emergency Procedures

The notice board displays emergency procedures and evacuation points of the building. Please familiarise yourself with the emergency evacuation information.

There are two emergency exit points should access to the front entrance become unavailable.

- a) Through the side exit gate (exit takes you to Foster Street)
- b) Through the tennis courts (exit takes you to Murray Street)

The keys to unlock the gates are on top of the First Aid Kit mounted the wall near the rear door exit and main notice board.

The assembly point is on the corner of Murray and Foster streets.

16. Confidentiality

All members of the committee acknowledge the need to be aware of the sensitivity of any personal information and the important issue of confidentiality as it applies.

17.. Complaints

Complaints can be made to the president(s) either verbally or in writing. Members will be contacted in the appropriate manner (in person or in writing) regarding the outcome.

18. Behaviour Guidance

Each parent/carer is responsible for the supervision of their own children at all times. If your child is indoors we expect you to be indoors and likewise if they are outdoors.

Inappropriate/challenging behaviour by children must be addressed by the parent/carer. All adult members are also expected to treat each other with consideration and respect at all times.

19. Committee of Management

The playgroup committee is an elected committee. All registered members are entitled to be nominated and elected to the committee. Elections for committee positions are held at the AGM after closing of ETP's financial year (Nov-Dec). All members receive notification of this meeting through a notice on the official notice board at playgroup at least two weeks prior to the AGM date. The ETP committee meets approximately six to eight times a year and currently consists of the following ten (10) positions:

- President or two Co-presidents
- Events Coordinator
- Maintenance Coordinator
- Treasurer
- Membership Coordinators (one or two members)
- Craft Coordinators (one or two members)
- Communications Coordinator and one Communications Support (one or two members)
- Secretary
- Purchasing Coordinator
- Two (2) General Members (or more)

Some positions work well with co-ordinators to share the workload.

The committee is responsible for:

- Financial management
- Setting of membership fees and membership management
- Addressing member requests, grievances and complaints
- General maintenance and upkeep of equipment
- Application for annual council grant
- Dealing with correspondence
- Liaising with landlord and other organizations using our facility
- Compiling and distributing regular correspondence and updates via Website, Mail Chimp and Facebook
- Policy making and review
- Enrolment procedures
- Organising entertainment / social events
- Arranging working bees
- Directing and allocating funds for purchases
- Liaising with relevant council and government authorities
- Addressing any other matters which may arise

Our Playgroup is only as good and as much fun as its members contributing to it. It's up to all of us to work together, to help each other with the different tasks and to work as a team. We hope you enjoy your time with the group and that you and your family have a great year with us.