



PLAYGROUP INFORMATION BOOKLET 2024

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This Playgroup Information Booklet is compiled for general reference by parents or guardians enrolling their child in the Oakgrove Community Centre Playgroup.



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1. INTRODUCTION

This Information Booklet is compiled for general reference by parents or guardians enrolling their child in the Oakgrove Community Centre Playgroup.

For many parents and guardians our playgroup will be your first contact with a playgroup environment. Playgroups are becoming increasingly important as a source of recreation, social contact and community support, as well as providing your young child with an important source of recreation. Contact with other children of similar ages provides the opportunity to discuss parenting problems, form friendships and generally interact in a friendly and supportive environment.

2. OBJECTIVES

The objective of the Centre is to provide a playgroup environment that will meet the needs of families and children within our community and to be responsive to these changing needs.

3. AIM

The main aim of playgroup is for you and your child to play in a safe, friendly and stimulating environment. Together we will provide a balance between structured and unstructured child initiated and adult supported experiences for you and your child to do together using a range of equipment and materials, including improvised equipment and natural materials both indoors and outdoors.

A Playgroup Facilitator runs the group and organises activities.

Please remember that while attending playgroup you are responsible for your child's safety and security.

4. AN EXAMPLE OF A PROGRAM

09.30 – 10.30 Free Play
10.30 – 10.50 Snack Time
10.50 – 11.00 Set up for Craft
11.00 – 11.10 Craft Activity
11.10 – 11.15 Pack Up Toys (Parents)
11.15 – 11.30 Story Time and Singing

5. SESSION TIMES

SESSION	TIME
Tuesday	9.30 am – 11.30 am
Wednesday	9.30 am – 11.30 am
Thursday	10.00 am – 12.00 pm
Friday	10.30 am – 12.30 pm

6. FEE STRUCTURE

The Fee Structure is as follows:

FEE STRUCTURE 2024	
Number of Sessions	Price per Term (10 weeks)
1	\$90 (Tuesday/Wednesday sessions)
1	\$45 (Thursday session)
1	\$50 (Friday session)

It is a requirement within the Rules of the Association that all users of Oakgrove Community Centre 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)).

The joining fee for Oakgrove Community Centre is \$6.00 per year payable in January of each year.

Oakgrove Community Centre Membership Fee	\$6.00 per year
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7. ENROLMENT PROCEDURES

We encourage families to visit the Centre prior to enrolment to get a feel for our Centre. An enrolment form must be completed before you and your child can start playgroup. A new enrolment form must be completed each year and it is your responsibility to ensure we have current contact details and health information about children during the year.

8. WHAT TO BRING - SNACK

Due to high amount of allergies and anaphylaxis, snack is limited to fresh fruit, fresh vegies and salad. We promote 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.

9. 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.



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

Children who do not have their hats with them will be asked to play in an area protected from the sun.

Children will be encouraged to use areas of shade for outdoor play activities.

10. CLOTHING

Please bring with you a change of clothing for your children each visit.

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.

11. SIGNING IN / SIGNING OUT BOOK

Each child must be signed in at the commencement of playgroup and signed out at the end of each session.

12. YOUR FIRST DAY AT PLAYGROUP

The first day of playgroup can be both an exciting and intimidating experience for you and your child. Your child may look to you for your reactions to help guide their reaction also. When entering playgroup, try not to stand aside. Get down on the floor to play with and talk to the children. Some children may cling to their parents for the first few sessions. This may last for months in some cases, but if your child sees you interacting and becoming involved within the activities, this may help them to feel comfortable to interact with others as well.

Try to encourage the children to choose what they want to do from the activities set out so that the child can go to the table and get busy immediately upon arrival.

13. MANAGING CHILDRENS BEHAVIOUR

It is the responsibility of the parent or guardian to direct and encourage positive behavior in their child. If you have a problem with someone else's child, please see the Playgroup Facilitator.

14. PROCEDURES FOR DEALING WITH ILLNESS

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.

15. 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 commencing.

16. CONCERNS OR QUERIES

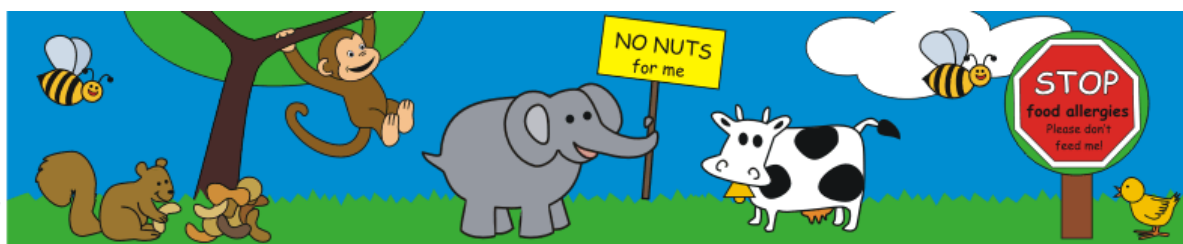
Please feel free at any time to discuss any concerns or queries you may be having. To do these, please arrange a time to meet with the staff.

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

17. 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.

- 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.,)



18. 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 Oakgrove Community Centre Committee of Governance.

Complaints are classified as “general” or “notifiable”, in the latter case the Committee of Management must be notified in writing within ,24 hours.

Please consult the Oakgrove Community Centre Policy and Procedures – Complaints and Grievances Policy, available from the office.

19. CLEANING UP AT THE END OF SESSIONS

It is expected that all parents help pack up at the end of the session.