



prahran community learning centre inc.

Prahran Community Learning Centre Inc.



Playgroup Information Booklet

Welcome to Playgroup and Prahran Community Learning Centre.

Playgroups are important for both children and adults. We hope your time spent here is enjoyable and enriching.

This is your playgroup. If you have any ideas for play, activities, toys or equipment, please talk to the facilitator about how these might be implemented.

We are part of Playgroups Victoria; the Playgroup manual is available for you to look through at any time, just ask the facilitator.

The facilitator is here to offer activities, information, and advice and to ensure the smooth flow of playgroup.

Please look after all toys and equipment and help tidy up at the end of the session.

The kitchen is located next to playroom. Please feel free to make yourself and/or others a cup of coffee at any time during the session. You can use the kitchen microwave or stove/oven to warm liquids/food.

Section 1 PHILOSOPHY

Prahran Community Learning Centre aims to provide good quality Playgroup for children aged between 0-5 years and their parents/carers.

The Playgroup exists to:

- Build friendships and social supports
- Learn and develop through play
- Take responsibility and work together
- Provide a safe and supportive environment
- Exchange ideas and share parenting information

The centre recognises that there are many forms of “family” eg. foster, single parent, same sex parents etc. All families are welcome at our centre and in our playgroups.

Section 2 General Information

Playgroup:

Wednesday 10.00am -12.00pm

Thursday 10.00am -12.00pm

The Playgroup sessions run during the school term and will be closed on public holidays.

Fees: \$85 per term (Fees to be paid at the beginning of each term)

Enrolment forms: Any child attending the centre must have a current complete enrolment form on file. This form will be provided to you prior to your child commencing at the centre.

Change of Address: It is the parent's responsibility to notify the centre immediately if there is a change of home address, phone number and emergency contact information. This also applies to changes in work address and phone numbers. It is most important that centre staff are able to contact your emergency contact quickly should the need arise.

Smoking: Prahran Community Learning Centre is a smoke free environment both indoors and within 5 meters outdoors.

Photographs: No outside agency or individual will be permitted to photograph the children without parental consent. (See consent statement on enrolment form). As part of programming, staff may take photos of children during sessions.

Birthdays: If you would like to celebrate your child's birthday at playgroup, please arrange this with the playgroup facilitator.

Food restrictions: Prahran Community Learning Centre has an anaphylaxis policy. Please ensure that you do not send any food in your child's lunch or snack that may contain traces of nuts. This includes peanut butter, nuttella etc. Some children have severe allergies to nuts and Prahran Community Learning Centre has decided to remove the potential for accidental ingestion by excluding these products. Please be aware that some muesli bars contain nuts.

Referrals: On occasion, the staff may determine that a child or family needs some service which the centre cannot provide. In these cases, the playgroup facilitator will discuss this with you and offer some recommendations. These conversations are confidential.

SECTION 3 CENTRE STAFFING

The centre aims to encourage the staff to display the following qualities:

- Quick thinking
- Warm caring attitude towards others
- Ability to work as a team member
- Will recognise the children's individual requirements and cater to these needs
- Will be understanding to the varying needs of each individual family

The centre aims to encourage parent/staff communication and to establish effective relationships so as to share information and responsibilities.

Staff should help parents understand the aims/goals of the Centre and the reasons behind them.

Staff members are expected to model appropriate language and positive interaction with children and parents at all times.

Children will be treated with dignity and respect.

Discussions about children will be held away from their hearing.

All staff will aim to maintain harmony in the Centre and treat children with fairness and will respect the individual's rights at all times.

All Staff will be required to attend regular meetings and in-service training.

SECTION 4 CENTRE ADMINISTRATION

The Centre will endeavour to provide quality playgroup and planned programs to meet the emotional, social and educational needs of the individual children.

The Centre aims to be aware of local community services and what they may offer to the centre.

The Centre will be aware of the individual family needs and local services available to families as required.

All information about the family will be kept confidential.

No responsibility will be taken if children bring their own toys, but the staff will endeavour to provide care to any toys.

SECTION 5 CENTRE PROGRAMS

Each week staff members have time set aside to plan and evaluate activities and experiences.

The activities that are provided are mostly open ended so that a child can use equipment and materials according to his/her developmental stage and creative ability.

There are no right or wrong ways to use a piece of equipment or activity (unless the equipment is being damaged or causing problems). All children's play and achievements are worthy of recognition as our aim is to foster confidence, self-expression and creativity

Activities offered will be non-sexist and will encourage independence in use and enable children to use imagination, creativity and freedom to express themselves.

Use of chairs provided at activities shall be optional, depending on child's manner of using the materials provided. Squatting, standing, lying on the floor are all acceptable.

We aim to provide children with outdoor and messy play activities to all age groups with care and safety.

SECTION 6 MEALS / NUTRITION

It is the parent's responsibility to notify staff of any **food allergies or dietary restrictions** which concerns your child.

For the safety of playgroup participants who are nut intolerant we ask that you do not bring products containing nuts (or likely to contain nuts) to the centre.

Please ensure that you do not bring in any food that may contain traces of nuts. This includes peanut butter, nuttella etc. Some children have severe allergies to nuts and Prahran Community Learning Centre has decided to remove the potential for accidental ingestion by asking parents to exclude these products. Please be aware that some muesli bars contain nuts.

Staff will encourage a sense of well-being and promote social skills.

You and your children will be given the choice of when to eat. This supports children's individual routines. A designated meal/snack table will be provided during sessions. Children will be able to choose when they wish to sit and eat.

Water, Tea and Coffee are available at all times from the kitchen.

SECTION 7 COMMUNICATION WITH PARENTS

Procedure for complaints:

If you have concerns regarding the playgroup or centre policy, please follow these guidelines:

Step 1 Speak to the particular staff members involved

Step 2 Discuss with the Principal Executive Officer your continuing concerns (Please see reception regarding this)

Step 3 Write a letter of complaint addressed to the Principal Executive Officer

SECTION 8 BEHAVIOUR GUIDANCE POLICY

The centre aims to be an extension of the home, offering a warm and caring environment for children and their parents/carers.

Our aim is to provide an enriched environment that enables the children to develop socially, physically, emotionally and intellectually whilst in the care of their adult.

We also aim to provide a supportive environment for new parents through the early years of parenthood, and a welcome, relaxed and happy space for all carers.

Purpose:

Guiding children's behaviour is an important aspect of educating young children. Positive strategies need to be developed to assist children to learn appropriate ways of behaving.

Broad Guidelines:

- No child will be subject to any form of corporal punishment or any discipline which is unreasonable in the circumstances. (*section 28 of the Children's Services Act*)
- Children will be treated with dignity and respect
- Acknowledgement of each child's needs, age and stage will be observed at all times and routines, timetables and behaviours will be directed accordingly.
- Parents/Carers are encouraged to assist children to express their feelings in a positive way
- Guidance of children's behaviour will be positive, with encouragement and praise for acceptable behaviour.

- The centre aims to extend the children's awareness of and respect for their equipment, each other and the physical environment at the centre.
- Children will be given choices wherever possible. Independence appropriate to age is to be encouraged.
- Physical, verbal and/or mental abuse is unacceptable and inappropriate. Steps will be taken if deemed necessary.

The implementation of effective behaviour guidance will include

- Reinforcement of positive behaviour
- Not rewarding for inappropriate behaviour
- Plan programs that meet the developmental needs of the participating children.

Some strategies for effective behaviour guidance:

- Setting realistic limits on children's behaviour
- Being consistent
- Give clear instructions in a calm manner
- Planned ignoring for minor infringements
- Redirect attention to another activity
- Use logical consequences

The centre staff will consult with parents/guardians where behaviour is of concern to develop strategies to handle the issue in a positive manner.

Strategies for responding to ongoing unacceptable behaviour must comply with Section 28 of the Children's Services Act. This is more serious as the behaviour may put the child, other children and/or staff at risk.

All adults are expected to interact with each other in a polite, respectful and friendly way.

If you have any issues regarding child or adult behaviour in Playgroups, please talk to the facilitator.

SECTION 9 HEALTH & SAFETY

- Exit signs will be displayed in appropriate areas.
- Fire drills will be practiced on a regular basis.
- Children must be supervised by their adult at all times both in and outdoors.
- Safety rules will apply to children in and outdoors, eg. Sit whilst eating, just walking inside, etc.
- All playgroup participants are encouraged to treat all equipment with respect and to use equipment in a safe manner.
- All staff hold current level 2 First Aid Certificate.
- First Aid kits are accessible at all times.

SECTION 10 ACCIDENT/ ILLNESS

Accident/ Illness:

Children should not attend the centre if they are unwell. This is not fair to the unwell child, the other families or members of staff.

Staff will document any accident and have it witnessed by another staff member.

In case of urgent medical attention and ambulance will be called.

Staff Illness:

As you can expect staff occasionally contract illnesses. As with children, we encourage staff to remain at home until all signs of the illness have passed.

We have several reliable relieving staff to help us at these times.

SECTION 11 About PCLC

VISION

Our vision is to continue as a welcoming, purposeful and dynamic Centre, which plays a pivotal role of providing education, support and recreational opportunities to its diverse community.

MISSION

PCLC is an educational Centre actively driven by the needs and wants of its community. It is a Centre that provides a supportive environment that educates and provides practical experience in social, financial, cultural and personal development. All cultures and groups are welcomed.

Overview & History

Prahran Community Learning Centre, formerly Prahran Neighbourhood House, is a not-for-profit community based organisation which has served the City of Stonnington community since 1979.

Located in the Grattan Gardens Community Centre, Prahran Community Learning Centre offers a variety of accredited and non-accredited courses and activities.

Our classes and programs are available to all.

PCLC originated as Prahran Neighbourhood House in 1979, as an opportunity for Prahran Housing Estate Residents to drop in, enjoy a cuppa and participate in social activities. Over the years PNH changed its name to the Prahran Community Learning Centre, a Registered Training Organisation and a Senior Secondary

Provider as part of the Learn Local sector. Courses now include a combination of accredited and non-accredited learning. A significant cohort of our student population is secondary aged students who have disengaged from mainstream education. Additionally, PCLC delivers Adult Education courses including, English, Visual Art & Sculpture, Computers and Business. PCLC also delivers health and well-being programs, including yoga, strength based training, playgroups, cooking and social discussion groups.

Prahran Community Learning Centre works in conjunction with the following organisations to provide its valued services to the community.

We hope that the information in this booklet helps parents to understand the operation of the centre. We welcome any enquiries you may have regarding the information and policies.

We hope that your association with the centre will be a valuable and enjoyable one.