

The Grange Community Centre



play
group

Handbook

The Grange Community Centre Inc

8742 8000

260 - 280 Hogans Road, Hoppers Crossing, VIC 3029 | Email: enquiries@grangecommunity.org.au | www.grangecommunity.org.au

WELCOME

We welcome you and your family to The Grange Community Centre. We look forward to working with you and value your opinions and close co-operation to ensure a mutually rewarding relationship.

OUR VISION

Our vision is for young families to have a quality, enriching play and nurturing experience.

Playgroup seeks to provide a relaxed and encouraging atmosphere where all who attend feel welcome and accepted. Playgroup provides a setting where parents can join with their child in participating in a wide range of activities, while being able to meet and socialise with other adults.

Our Contact Details

The following contact details are provided should you wish to discuss any issues, concerns or to give any feedback regarding playgroup

Phone: 8742 8000

Email: enquiries@grangecommunity.org.au

Website: www.grangecommunity.org.au

Board of Governance

The Board is made up of volunteers in our community who govern the operations of the Community Centre. Parents from the playgroup or members from the wider community can nominate for official positions on the community centre board. The community centre is registered with Business Affairs as an Incorporated Association. As such, office bearers such as the President, Treasurer and Secretary are needed to comply with the requirements of the Incorporated Association Legislation.

The responsibilities of the Board include:

- Representing the parents of the centre.
- Consulting with educators and staff on program and service issues.
- Maintaining the grounds.
- Employing educators, staff and contractors.
- Implementing financial procedures ensuring financial viability.
- Meeting requirements of Associations Incorporation Act.

The Board of Governance has a commitment to all users of the Centre and welcomes any input or ideas. Association Membership by any Centre user is encouraged. An election of new Board Members occurs at the Annual General Meeting held in February/March each year.

ENROLMENTS

Sessions

Tuesdays 9:30am to 11:30am

Enrolments Procedure

Enrolments can be completed online by visiting the following link and selecting enrol now www.grangecommunity.org.au/little-ducklings-playgroup

Enrolments can also be completed at the service.

Once you have completed your online enrolment, please email a copy of your child's immunisation history statements to enquiries@grangecommunity.org.au

Fees

Fees are compulsory and must be paid in full. Fees are processed after your information is reviewed and your enrolment is completed.

Payment of your fees ensures your child retains a place in the service.

Fees are charged per term and are as follows:

\$57.00 per family per term

\$80.00 for family day carers (max 4 children) per term

Families who wish to cancel their playgroup position will be required to give 2 weeks written notice, by emailing: enquiries@grangecommunity.org.au

2023 Term payment dates are as follows:

1 st Term	Upon Enrolment
2 nd Term	Due by Friday 31st March 2023
3 rd Term	Due by on Friday 16th June 2023
4 th Term	Due by Friday 6th September 2023

Payment Procedure

Families will need to provide details of a valid Visa or MasterCard on the enrolment form.

Payments will be processed on the due date, outlined above once a position is confirmed.

2023 TERM DATES

1 st Term	30th January— 6th April
2 nd Term	24th April— 23rd June
3 rd Term	10th July—15th September
4 th Term	2nd October—19th December

WHAT TO BRING

- Healthy Snack (Refer to Nutrition Section)
- A hat for outside play
- Coats for outside play during cold weather; children still like to play outdoors, in colder weather.



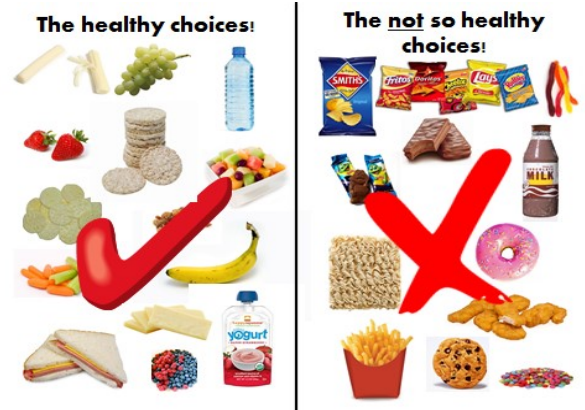
Nutrition

The Grange Community Centre aims to promote healthy eating habits. We will encourage and educate parents, children and families in providing healthy and nutritious snacks for the children in our programs. The Grange Community Centre will respect and support any special dietary requirements of individual children. Food prepared during cooking activities shall reflect the cultural diversity of the wider community.

Children are encouraged to:

- Drink water throughout the session
- Eat healthy snacks
- It is preferred that the children eat morning tea together.

(Please refer to Healthy Snack Brochure available at Reception)



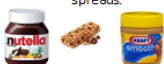
We seek the assistance of parents to support and promote our healthy eating policy.

Parents can do this by ensuring only healthy food is provided for snack during playgroup. This could include sandwiches, fruit, vegetables, crackers, cheese, yoghurt, etc. Please do not bring food such as chips, chocolate, cake, lollies, biscuits, etc.

FOODS NOT PERMITTED



Which includes: peanut butter, nuts bars, nutella & hazelnut spreads.



Which includes: raw, cooked or boiled whole egg.



Food Restrictions

Allergies to food are common. Please inform our team if your child is allergic to any particular foods. Please note that The Grange Community Centre is both a nut & egg free Service. Nut products include all nuts, peanut butter, Nutella or any other products containing nuts. Eggs include raw, cooked or boiled whole eggs.

ROUTINE

9.30am

Playgroup Starts

On arrival parents sign the attendance register, and assist with room set up, including putting chairs at tables and putting toys on the mat area and at appropriate tables.

10.30am

Clean Up Art Activity & Pack Away Toys

All art equipment should be packed away and washed if necessary, and tables wiped. Toys are packed away in the allocated containers and placed in correct locations in the cupboard.

10.45am

Morning Tea

Children are encouraged to sit at the tables and eat as a group.

11.00am

Outdoor Play

11.10am

Pack Away of Outdoor Equipment

11.20am

Song Time

11.30am

Say Goodbye to your friends & Sign Out

Routine times are subject to change. Routine can also vary depending on the weather forecast on the day

Parent Responsibilities

We ask that all families support the playgroup by assisting with set up, cleaning, and pack up of indoor and outdoor equipment. Please ensure that equipment is packed away in appropriate places after use, and the room is left clean and tidy for the next group. Remember many hand make light work.

You are solely responsible for the safety and behaviour of the children under your care. Please ensure that when your children are in the community centre that they are supervised at all times.

Children's Personal Belongings

Children's toys are best left at home in order to avoid them becoming broken or misplaced. Guns, knives and toys that have the potential to encourage negative attitudes and play are not permitted at the Service.

Sun Smart

The Grange Community Centre is committed to protecting all children and families from skin damage caused by harmful UV sun rays. We encourage a combination of sun protection measures for all outdoor activities from **September to the end of April** and whenever UV levels reach 3 and above, the level that can damage skin and eyes. We encourage all parents and children attending playgroup to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service.

Families should apply sunscreen prior to arriving at playgroup or apply 20 minutes prior to going outdoors.



Immunisation

Decisions about immunising a child are wholly the responsibility of the parent or guardian. The Grange Community Centre has adopted the “No Jab No Play” legislation that all children should be immunised, unless there is a medical reason why this should not occur.

- Parents of all newly enrolled children are requested to provide evidence that their child/children are immunised. Exceptions will be made for children who cannot be immunised for medical reasons although an exemption certificate will need to be provided from a medical practitioner.

- All children will be required to be fully vaccinated for their age in order to be enrolled in our programs.

In the event of an infectious disease outbreak, unimmunised children may contract the disease and contribute to its spread. For the protection of their own health and the health of other children, unimmunised children may not attend Playgroup during this time. Children under 6 months and pregnant women may also be at increased risk in these circumstances and families should consider their attendance during this time.

Illness and Infectious Diseases

We are committed to providing a safe and healthy environment for children, staff and families. Please keep your child at home if he/she is unwell. We require that children with the following symptoms or illness must be kept at home until they are completely well:

- High temperature (38c or Above)
- Vomiting / Diarrhoea
- Cold or Flu like symptoms
- Red, swollen or discharge from eyes, e.g. Conjunctivitis
- Covid symptoms

Under health regulations, children with a diagnosed infectious illness must not attend the Centre. Please refer to the School Exclusion Table which is displayed in the foyer. This table lists applicable infectious diseases and exclusion times. Please contact your medical practitioner for further advice. Please inform staff as soon as possible if your child is diagnosed with an infectious illness. Staff are required to alert all families at the Centre in this instance. Confidentiality will be respected.

Smoking Policy

The Grange Community Centre is a non smoking environment. Please refrain from smoking on the premises, which includes the entrance, foyer, hallways, garden areas, the building, storage sheds, outdoor play areas and toilets. Smoking is not permitted within 10 meters of the entrance to the building.



Child Safe Standards

The Grange Community Centre is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safe Program designed to keep children safe and endorsed by The Grange Community Centre Board of Governance. We are clear about our behavioural expectations of every person in our community.

At The Grange Community Centre, we have a zero tolerance for child abuse and are committed to acting in a child's best interest and in keeping them safe from harm. The Grange Community

Centre regards its child protection responsibilities with the utmost importance and as such, is

committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture that:

- Has zero tolerance for child abuse;
- Actively works to listen to and empower children;
- Has systems to protect children from abuse, and will take all allegations and concerns

Acknowledgement of Country

The Grange Community Centre acknowledges the Traditional Custodians of the Land of the Kulin Nations the traditional owners of the land on which we work and live in Wyndham.

We pay respect to Elders past, present and those of the future.

We also acknowledge all the Traditional Owners of Country throughout Australia and recognise all First Nations peoples continued cultural and spiritual connection to land, sky and waterways that surround us, we pay respect to the ongoing living cultures of First Peoples.



Privacy Collection Statement

The Grange Community Centre is bound by the Privacy Act 1988 (Ctn)(Privacy Act). We collect and hold your personal information, that is, information about you such as your name, contact details, information about children's allergies, disabilities, medical needs, bank account details and records of our dealings with you. We collect this information for the purpose of providing our services, engaging with you and day to day program operations.

We may collect your personal information directly from you unless it would be impractical or unreasonable to do so. You may refuse to provide us with some or all of your personal information; however, this may limit the ways in which we can interact with you, including providing you with our services.

We may disclose your personal information to third parties, such as related organisations, service providers, professional advisers and government and related authorities. We do not store your personal information outside of Australia.

We may use your personal information in order to provide you with information about activities and events that may be of interest to you. You may opt out of receiving our communication at any time by contacting us.

Our Privacy Policy sets out our approach to managing your personal information. In particular, it explains how you may seek to access and /or correct the personal information that we hold about you, as well as how to make a complaint about a breach of our obligations under the Privacy Act, and how we deal with complaints. You can access our Privacy Policy on our website.

If you have any questions, comments or complaints about how we handle your personal information, you may contact the Manager or the Board of Governance on 8742 8000 or email enquiries@grangecommunity.org.au