



St Augustine Primary School
2019
Three Year Old Playgroup
Handbook





2019 Three Year Old Playgroup

The St Augustine Primary School 2018 Three Year Old Playgroup invites children turning three between 1 July 2018 and 30 June 2019 and their parents/carers to join together for a 90 minute session per week in the school term. Children younger than this may also be accepted, space permitting. A parent/caregiver **MUST** attend for the 90 minute duration. Playgroup will run from 9:00am - 10:30am on Fridays in the Kindergarten room.

Why a Three Year Old Playgroup?

We believe education is so important that it is essential we provide a resourceful play environment for your child prior to entering Kindergarten.

Playgroup at St Augustine will be facilitated by parents and caregivers wanting social play opportunities for their children in a purpose-built facility. This is an opportunity for parents/carers to participate in experiences with their child and interact with other parents/children in a social/play situation.

Who can attend?

Children born between 1 July 2018 and 30 June 2019. Younger children may be accepted, space permitting.

All school families with children enrolled at St Augustine Primary School are eligible and welcome

Attendance at Three Year Old Playgroup is not a prerequisite for Kindergarten enrolment in 2020.

All in attendance must accept and uphold the school's Code of Conduct (see back page).

What about the Parents?

Sessions only run for 90 minutes per week and as participants and facilitators, parents/carers are required to attend. This is a time that you are able to spend with your child, playing and socialising together, experiencing fun, joy and perhaps milestones while interacting with one another in the school environment.

Cost?

The Three Year Old Playgroup is a \$5 donation per session. The funds will be used to restock usable/disposable items for the children and tea, coffee and milk for parents and cleaning goods. Should funds be remaining at the end of a term, and greater than \$150, then half of that amount will be donated to the school for room cleaning and equipment.

Will we be Insured?

Yes, under the school's general insurance (Catholic Church Insurance)



Supervision

Parents supervise their child. A child cannot attend without their parent or guardian. Parents are unable to 'look after' another family's child.

The pre-primary class will be operating next door, during playgroup, please be considerate of the needs of those children and their learning.

How do we fund Equipment?

The equipment in the kindergarten is available for use. Perishables will be restocked from the 'donation' fund. General equipment will be restocked as the kindergarten requires.

Access to Equipment

Necessary equipment will be left for parents to easily access. Entry into the storeroom is not allowed (and should not be necessary).

Food & Drink

Food and drink may be brought into the centre. Coffee, tea and milk will be provided and housed in the kitchen. Please ensure that any food and or drink spills are cleaned immediately for cleanliness and the safety of others. St Augustine Primary School is an allergy aware school, please refrain from bring any nut based products onto to the school grounds.

Toilets

The kindergarten toilets may be used by children. Please ensure that the area is left neat and tidy as it is found. Adults are asked to use to staff toilets in the administration area.

Entrance

Entry will be via the staff door (nearest the prayer area), not the main kindergarten double doors.

Attendance

It is necessary to keep enrolment /attendance data that includes:

- Date
- Names of adults and children attending
- Arrival and departure times
- Names of any visitors (e.g. community nurse, play advisor etc.)
- Signature of each family who attend

Cleaning up

Please leave in the manner in which you found the area. Cleaning up is the responsibility of those in attendance. The school's cleaners will mop floors and vacuum the carpet; it is expected that these are left in a reasonable state.

Where do we go for help?



The school's leadership team and office staff are available to assist with concerns, first aid and general queries. Please refrain from asking staff who are teaching to assist.

External Agencies/Guest Speakers

Members of the Playgroup are welcome to invite guest speakers to sessions, examples might be a nutritionist, professional storyteller, allergist etc. The school is able to assist in accessing outside experts. The playgroup may want more information about compulsory education, curriculum and teaching and learning and is happy to meet this request.

CONDUCT STATEMENTS

1. You act safely and competently
2. You give priority to students' safety and well-being in all your behaviour and decision making
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community
5. You respect the dignity, culture, values and beliefs of each member of the school community
6. You treat personal information about members of the school community as private and confidential
7. You give impartial, honest and accurate information about the education, safety and well-being of students
8. You support all members of the school community in making informed decisions about students
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church
11. You act reflectively and ethically
12. You allow students to have a voice in their education, safety and well-being.