

Sans Souci Anglican Playtime Procedures & Behaviour Policy

Welcome! We are pleased to have you join us and we hope that you and your child will enjoy your time with us each week. Playtime desires to provide an environment that is welcoming, caring, encourage learning and most of all fun!

We believe that Playtime should be a place for parents/caregivers to find support and experience Gods love as a family. Every week we share from the Bible in an age appropriate way through stories, songs, and craft activities and with love and support.

The following procedures outline the expectations of Playtime attendees and are followed by a Behaviour Policy. **Please take time to read this document.**

Playgroup Procedures

Cost of playgroup

The cost of playtime is \$50 per term. Please pay by bank transfer into the church bank account **and email playtime@sanssoucianglican.com when payment has been made:**

St Andrews Sans Souci

BSB 062-250

Account 903703

as a reference please leave your surname & 'playtime'. Thanks.

Use of Playtime funds

Sans Souci Anglican Church is not for profit and is funded by the generosity of its members. Playtime fees collected are used specifically for the weekly running of Playtime including morning tea, play activities, special seasonal activities during each term and for the maintenance or replacement of toys/equipment. If you have any enquiries regarding use of funds please speak to any of the Playtime leaders.

Sign in

You are required to sign in to Playtime each week on arrival. We need to be able to account for everyone in the event of an emergency. During COVID, Lynne Baldock will sign you in electronically.

Safety, Responsibility & Participation

You are required to supervise your own children and they must be in your view at all times (including outdoors). Please keep your child/children within the safe fence boundary at all times.

If you are occupied, please ask a helper or another adult to watch your child until you are free. **All leaders and helpers at Playtime are "Safe Ministry" trained and have Child Protection clearance.**

All children should sit down for morning tea and story and singing time. Please participate in story/singing time by sitting with your child and encourage them to listen and be involved.

In the event of an emergency please promptly follow the directions of the Playtime Co Coordinator and helpers who will direct you to the closest emergency assembly point

IMPORTANT: For safety reasons children are **NOT** PERMITTED on the auditorium stage or stage storerooms under any circumstance.

Smoking

Under NO circumstances is smoking permitted within the church grounds or buildings including the outdoor play area.

First Aid & Illness

If your child is injured at playgroup, we have a first aid kit located in the kitchen.

If your child is unwell, we ask that you keep your child home until their condition is no longer contagious or they are well again and have enough energy to participate in activities. If you are unsure, please consult your doctor.

If you have a child home sick from school, they are **not** able to come to playgroup. If school children have a curriculum day and you would like to bring them, please speak to the coordinator to check whether this is appropriate for that day.

Morning tea

Morning tea is usually provided for you and your child/children at Playtime, however due to COVID regulations we ask you to bring your own morning tea. Please do not bring any foods that contain nuts. We must keep our environment safe for those with allergies.

Birthdays

You are most welcome to bring a cake for your child's birthday and we will join you to sing happy birthday! Please do not bring any foods that contain nuts to keep our environment safe for those with allergies.

Set up/pack up

To keep our Playtime running to the highest standards, everyone should help to set up and pack up. At pack-up time, please place the toys in the correct containers and put them at the shed or cupboard doors. Someone will put them away. Other duties that can be helped with include the wiping of tables, sweeping, cleaning and packing away craft and painting.

Change Table

There is a change table in the female toilets in the courtyard and car park if you need to change a child's nappy. Please ensure nappies are disposed of in the red bin located in the car park.

Favourite Toys

Please encourage your child to leave their favourite toys and possessions at home or in the car.

Sans Souci Anglican Church Playtime Behaviour Policy

The reason for a Behaviour Policy is so everyone has a clear picture of what is expected of them and any problems that may arise can be dealt with in a fair and consistent manner. The intention of this policy is to offer consistent boundaries so the children are safe and each adult feels comfortable. It is not intended to isolate or make anyone feel inadequate as a parent/caregiver.

1. Wilful damage to or destroying of toys is not acceptable. Teach children to respect equipment.
2. When an adult observes misbehaviour in another family's child, they will inform the child's parent/carer as soon as practical, stepping in only to prevent injury.
3. (a) If a child hurts other child/children (hitting, kicking, biting, pushing, throwing sand or anything which intentionally causes harm, including inappropriate language) three times within the one Playtime session, it will be expected that the parent/carer will promptly remove the child and leave for the remainder of that session. This action will have a dual purpose: firstly, to reinforce to the child the importance of the Playtime rule that we must not hurt others and secondly, to prevent injury to other Playtime members.

(b) If a child exhibits such behaviours consistently during the term, then the leader will meet with the attending parent/carer to discuss the child's behaviour and offer some support and possible solutions to the behaviour problem.

We appreciate your cooperation with these procedures and policy. Thank you!