

General Safety....

It is important that we not only value and look after our own health, but that we are considerate of those around us.

Please be thoughtful about the following whilst at, or before attending, Playcentre:



- Always wash your hands thoroughly with soap before food preparations
- Do not mix uncooked meats with things such as fruits etc. Always use a clean chopping board.
- Avoid sneezing or coughing over food or others and ensure any cuts and sores are covered with a clean waterproof dressing.
- Wash utensils which may have been dropped on the floor before re-using.
- Clean up spills as they happen.

If you are concerned that you or your child may have a potentially infectious condition such as an upset tummy, the flu, chicken pox etc. then consider the rights of others and stay home until well. Your Coordinator can help you with advice if you are unsure.

As you can see, Occupational Health, Safety and Welfare needs to be a part of our everyday practice and really is just commonsense. Acting in a responsible manner in front of our children provides them with wonderful role models for their future.

Contacts

Ungarra Primary School 86 888029
Child and Youth Health 1300 733 606
Mid West Clinic (Tumby Doctors Surgery) 86 882200
Tumby Bay Kindergarten/Rural Care 86 882108
Family Day Care 86 825908
Lower Eyre Community Health 86 882629 (Speech, Podiatry, Physio,
Community Midwife, Early Intervention etc)
Tumby Bay Hospital 86 882007 20
Poisons Information Centre 13 11 26
Cummins Dental Clinic 86 762237
Police/Fire/Ambulance 000

Welcome To The Ungarra Playcentre



Playcentre offers an extremely worthwhile service to both children and parents through social contact and the opportunity to be involved with others.

We hope that you and your children will enjoy your time at this centre.

Following is some information to help you understand a little more about our Playcentre and its position within the school.

If at any time you have further questions, please speak to your Coordinator.

Index

3. What is Playcentre?
3. How Do We Differ From Playgroups?
4. Our Building
5. The Ungarra Primary School & Us
6. School Governing Council
6. Tumby Bay Kindergarten/Rural Care
7. Our Sponsor Child
8. Food & Food Safety Policy
9. Sun Smart Policy
9. Emergency/Evacuation Procedures
10. Sessions/Time/Place?
10. What To Bring
10. The Roll Book
11. Your Coordinator's Responsibilities
12. Parent's Responsibilities
12. Our Centre's SAFE Policy
13. Visitors To Our Centre
13. What Happens?
14. Fruit Time
14. Group Time
15. Birthdays
16. Occupational Health & Safety
16. The Right To Be Safe & Happy
17. Accidents & First Aid
17. Universal Precautions
18. Manual Handling
19. Kitchen Safety
19. Contacts



Kitchen Safety...

All aspects of cooking and cleaning can involve the risk of accident and injury.

THE STOVE is fitted with an isolation switch that is located on the wall, which when turned off, disables power to the oven and hotplates. Please ensure that this is TURNED OFF after use. Keep the hotplates and the bench adjacent to the oven clear at all times when stove is in use and do not store things on top of the elements.

WATER, HOT & COLD, can be extremely hazardous so please ensure that you are responsible when using the kettle by making sure the cord is out of reach, as well as water in the sink etc.

This includes the supervision of water during play. These activities should be monitored by an adult at all times and please take extra care with your hot beverages by keeping them out of reach of little hands.

NOTE: THE FIRST STAGE OF TREATMENT FOR ANY BURN is to run the affected area under cool water for 10 minutes, followed by a clean dressing and medical advice if necessary. Burns in children should be considered serious, and medical advice is recommended.



Emergency/Evacuation Procedures....

In the event of an emergency requiring evacuation from the building you will hear repeated blasts of the school's siren.

Your Coordinator will then ask you to gather your children and walk immediately, but in a calm fashion, to the cricket pitch on the oval where the roll book will be called. This is why filling in the roll book on arrival at Playcentre is so important—it is your Coordinator's record of who is present of the day and is critical in the event of any emergency and/or evacuation.

YOUR RESPONSIBILITY AS A PARENT IS TO ENSURE THE SAFETY AND WELFARE OF YOURSELF AND YOUR CHILDREN AND TO FOLLOW THE ABOVE PROCEDURE.

Manual Handling?

The term manual handling relates to the way in which we lift things, including our children. It is important for our health and well being that we observe correct lifting techniques. These include:

- **NEVER** lift something that is too heavy for you, ask someone to help.
- **ALWAYS** bend your **KNEES** not your **BACK** when lifting and keep the weight as **CLOSE TO YOUR BODY AS YOU CAN** to avoid back strain.
- **REMEMBER** to use equipment such as ladders and sack trucks to minimize the need for reaching and straining.

What Is A Playcentre?



Playcentres were set up by the Department of Education and Children's Services the late 1980's. They began as being unique to our region, and then spread throughout country South Australia. Playcentres were established in order to provide early childhood educational experiences to families and children in remote country areas, where access to other facilities were isolated or non-existent.

How Do We Differ From Playgroups?

Playgroups are run by volunteer parents and take place in a wide variety of community settings. *Playcentres* have a Coordinator who is employed by the Department of Education and Children's Services to facilitate the running of the centre. Some Playcentres sit within their local school's site, while others operate in community halls etc. Most sites have to pack away and store all of their equipment from week to week. We are very fortunate that we do not have to do this on a large scale at the present time.



Our Building....



Our Playcentre is fortunate enough to have been granted the use of one of the school's buildings on a Monday morning, which is currently surplus to general teaching needs.

The building is however used by the school students for music lessons, cooking and other activities, as well as meetings from time to time.

Unlike the other classrooms which are owned and maintained by DECS, our School Governing Council owns our building. Usually when school numbers decrease in departmental sites, they commonly re-locate surplus buildings to other sites. When Ungarra faced this problem its Governing Council elected to take over full responsibility for the upkeep of the room.



A happy Playcentre is one where everyone contributes. If everyone does their bit, it's a sure way to keep everyone happy!

PLEASE NOTE: that for safety and supervision reasons, that both our storage shed and the sports shed is strictly OFF LIMITS TO THE CHILDREN, unless in the presence of an adult.



Accidents & First Aid....



Accidents and injuries, no matter how hard we try, are going to occur from time to time. Your Playcentre Coordinator is trained to administer First Aid along with other staff at the school. Our first aid kit is currently located on the top shelf near the piano.

ALL ACCIDENTS need to be reported to the Coordinator for documentation. This is an important step and can help reduce the incidence of future mishaps.

Universal Precautions....

In order to treat persons safely to prevent the spread of infectious diseases the following precautions should be observed:

- Make sure any cuts or sores are covered with a waterproof dressing before administering First Aid.
- Wash hands immediately before and after First Aid treatment.
- Use disposable gloves where contact with blood or body fluids is likely and while gloves are still on, use paper towels to clean up any blood or fluids. Dispose of these in a sealed plastic bag along with the used gloves.
- Wash hands thoroughly with soap and warm water afterwards.

PLEASE make sure that you observe Universal Precautions (i.e. wearing rubber gloves when dealing with any blood or body fluids). The message that we should be portraying to children is that we don't touch other people's blood or body fluids.

Occupational Health & Safety At Playcentre....

The Right To Stay Safe & Happy....

Playcentre should always be a fun and inviting place for you and your child to attend. Please make it your business to see that it stays that way for everyone attending the centre by supporting others as you would yourself.

Help by keeping a watchful eye for any potential dangerous behaviors or equipment that may arise.

All aspects of concern involving the safety of parents, children or equipment should be reported immediately to your Coordinator for their prompt attention. A Hazard/Near Miss Form should be filled in by the reporting person. These forms should be located near the door of your Centre.

In matters relating to behavioral issues or disagreements between parents, please seek advice from the person in charge as soon as they arise so that an amicable resolution can be reached swiftly.

Should your grievance relate to your Coordinator, first point of call should be discussion.

If satisfaction cannot be found through discussion, you may wish to take the matter to the school's Principal, who is your Coordinators direct Line Manager for the site.



The Ungarra
Primary
School And
Us....



The Playcentre continues to enjoy a great relationship with the school and interactions between the children are encouraged.

The Ungarra Primary School site provides a wide range of equipment and experiences suitable for primary aged children, not all of which all are appropriate for very young children. An example of this is some of the large play equipment. It is parents responsibility to supervise and ensure your own child's safety, should they choose to use this equipment, and if children are outside, they must have adequate adult supervision.



School Governing Council....



This is a school parent body which meets monthly to discuss site related issues.

All major matters pertaining to the Ungarra Primary School and Playcentre site, e.g. grounds or building de-

velopment, are at the discretion of the school's Governing Council.

Tumby Bay Kindergarten/Rural Care

Children who live further than 10km from Tumby Bay can begin pre-entry (one morning session per week) to the **Tumby Bay Kindergarten** from three and a half years of age.

Rural Care operates within the Kindergarten Monday to Fridays from 8.00am–6.00pm for 50 weeks of the year for children up to the age of 7. Bookings are essential.



Please phone the Kindergarten to find out more about these services on 86 882108.



Birthdays....



All families like to celebrate these special occasions in different ways.

To respect everyone's needs and values, families can choose to celebrate in the following ways.

During the session time, the birthdaying child can choose to make a special hat with their friends, have 'Happy Birthday' sung to them by the group, or choose a special game or activity.

Families wishing to celebrate with cakes can do so after the session has been officially closed at 12 noon. A sign will be placed in the Playcentre that morning inviting those that wish or are able to stay to enjoy this tradition with the birthdaying child their family. Please let your Coordinator know by the Tuesday prior and a message can go in the Newsletter that a particular child will be celebrating their birthday the following week.

In respect to all families, we ask that cakes, presents and party items are kept from view until after the conclusion of the session to avoid any confusion for children. The birthdaying family is then responsible for this time and is welcome to use the room until the room needs to be vacated for music lessons, which is currently 1.00pm, but does change on occasion.

If you would like your child's birthday acknowledged during the Playcentre session, simply mention your preference to your Coordinator when you arrive on the day.

Fruit Time...

Each child is asked to bring a piece of fruit to share for fruit time. This usually occurs around 11.15 am, depending on what's happening, and usually last for around 10-15 minutes. This is usually a story time, or an opportunity for visitors to our centre to speak.

During this brief time it is important that all children remain seated whilst eating, even if it means nursing your child. The hazards of choking are very high in young children so we ask for your assistance with this.

After washing their hands, children who are old enough to sit un-aided, will have their own special 'fruit mat' to sit on. When fruit time is finished they put their bowl in the sink, their mat away and are then free to resume play. Children learn what is expected at this time very quickly.

Group Time...

This usually occurs just before the end of each session. Your child will learn many things during these times including such skills as:

- Turn-taking & Sharing
- Listening
- Social interactions
- Following instructions
- Concentrations skills and more



Children learn by our example.

Young children can learn very quickly about what is expected in a group situation with your help. If your child has difficulty sitting and concentrating try sitting down behind them, or nursing them.

We encourage parents to be good role models by remaining quiet and attentive at this short time. What children see others doing, they learn to do as well.

Our Sponsor Child...

In November 2004, our Playcentre made the commitment to sponsor a child through a world-wide Christian foundation called Compassion.

Nicholas Twinamasko was born on the 9th of October, 1996 and lives in Uganda. Nicholas's parents are sometimes employed as rural workers and he is one of 7 children.

Nicholas is currently doing very well at school, coming second out of the 35 students in his class. He is very grateful for the help that his Compassion family gives him.

Our Playcentre receives regular letters from Nicholas, where he shares what is going on in his life with us.

Currently our sponsorship is around \$ 500 per year, with an extra contribution made prior to Christmas. We generally advise families in the Newsletter when we are sending another letter and encourage people to include recent photos, drawings etc for Nicholas. (Compassion discourages sending anything that will not fit in a standard envelope or photos that depict wealth or possessions.) Families are welcome to make one-off voluntary contributions if they wish.

It was decided to increase our weekly fees from \$1 per family to \$2 per family to help cover the money required to keep this sponsorship going, so bringing your family along each week also helps Nicholas with health care and education.

*“Every time you come to play,
You help our child in some small way,
To make his world a better place,
And put a smile back on his face.”*

Right: Nicholas is pictured here with a goat that he bought with the Christmas money we sent him in 2006.



Food & Food Safety...



DECS sites are expected to adopt the departments Healthy Eating Guidelines. These apply to foods which are high in fat, sugar and salt, which should not be provided more than twice a term.

Our centre celebrates the end of each term with a pooled party luncheon where these restrictions do not apply and from time to time will have other scheduled events e.g. Biggest Morning Teas etc.

Food Safety is another consideration as some foods pose threats to children's safety either in terms of allergies or in choking.

Many allergies in children do not become apparent until they begin experimenting with different foods. If your child develops a food related allergy, please let your Coordinator know immediately so that they can update the centre's allergy board and your child's medical records. The allergy board informs parents of any dietary needs and considerations within the centre.



***** PLEASE *****

Send your children in old clothes. If Pro Hart was never allowed to get in a mess.....?

Praise your child's efforts.
Promoting your child's self esteem is one of the most important starts in life you can give them.

Visitors to our Centre....

Our centre is visited on a regular basis by Child & Youth Health, where they conduct health checks and answer any questions parents may have. From time to time we have various involvements with other health services. We also have many other visitors to our centre, including the Port Lincoln Early Learning Centre, who supplies our Playcentre and families with a variety of toys twice a term. Private borrowing is also available for this service.



What Happens?

Your Playcentre Coordinator will have planned an array of interesting activities for you and your children to enjoy amongst some more structured group times. Coming to Playcentre allows children the opportunity to participate in and practice various skills and encourages socialization with a larger group of children from their community.



Parent Responsibilities.....

- FILL IN THE ROLL BOOK ON ARRIVAL
- BRING YOUR FRUIT, ROLL MONEY AND HATS
- HAVE FUN WITH YOUR CHILD
- DON'T BE AFRAID TO LET YOUR HAIR DOWN!
- GUIDE YOUR CHILD TO NEW ACTIVITIES AND ENCOURAGE THEM TO 'HAVE A GO!'
- MODEL THE ACTIVITY FOR THEM TO COPY RATHER THAN DOING IT FOR THEM
- DISCIPLINE YOUR OWN CHILD
- LEAVING THE CENTRE TIDY IS THE RESPONSIBILITY OF PARENTS. THERE ARE JOB CARDS TO CHOOSE FROM NEAR THE ROLL BOOK OR SIMPLY ASK YOUR COORDINATOR OR ANOTHER PARENT, HOW YOU CAN HELP
- NOTIFY YOUR COORDINATOR IF THERE IS ANY CHANGE IN YOUR CHILD/REN'S MEDICAL CONDITIONS OR IF THEY HAVE ANY ALLERGIES THAT ARISE
- SUPPORT EACH OTHER AS PARENTS

Our Centre's Safe Policy

No running inside
No shouting
Don't hurt but respect each other
We sit down when we are eating

NOTE: Most potential situations can be 'nipped in the bud' with good supervision by diverting their attention elsewhere.

Please talk to your coordinator if you are having difficulties.



Please avoid bringing foods which can cause choking hazards in young children such as: hard vegetable sticks, corn chips, foods containing small hard objects and mini savaloyes (as the skins can pose problems). Many centres have also placed a total ban on all foods containing nut products because of the severe anaphylactic reactions it can cause in a small percentage of the population. This is worth considering. The Tumbly Bay Kindergarten recently investigated Nutella and found that it was a tree nut and did not contain peanuts.

Sun Smart Policy....



Being Sun Smart is an integral part of our education program and the wearing of suitable hats and sensible clothing by both parents and children is expected during terms 1 and 4 in both the Playcentre and the School.

Please make sure that you and your child have a hat, and spare hats are available in the centre for adults and children as required.

Parents should make every effort to ensure that their children & themselves are protected from the sun and are making use of the shaded play areas.

Sunscreen is available at the centre and its use is encouraged in terms 1 & 4.



Sessions/Times/ Place?

Our Centre operates each Monday for the four terms of the school year with the exception of Public Holidays. We meet each week in our Playcentre Room at the Ungarra Primary School. You can find us opposite the town tennis courts and our morning session runs from 10 am till 12 noon (0-5yrs and their parents) and our afternoon session continues until 3.30 for 3½ to 5 year olds with the assistance of a rostered parent helper.

Afternoon Session

Afternoon sessions began part way through 2008 and aim to offer further more age-appropriate learning and social opportunities for the older children (3½ - 5 yr olds), whilst providing parents with some time out. The minimal cost (see above) and the utilization of the school's bus run are intended to make this both affordable and convenient for families where possible.

What to Bring.....



Session fees are \$2 per family if your family only attends the morning session, or \$5 per family if there is a child who attends in the afternoon. Although fees are not compulsory, this money goes towards the general running and equipment needs of the centre and helps us with our sponsor child Nicholas Twinamasko from Uganda.

Each week children bring a piece of fruit to share and during Terms 1 and 4 the wearing of a broad-brimmed hat for outside play is required. Parents are also required hats. A change of clothes is a good idea too. On your first or second visit you will also be asked to fill in an enrolment form, stating your child's details for our centre's records.

The Roll Book.....

Filling in the roll book on arrival is one of the most important duties. The roll book is the tool your Coordinator will need to turn to in an emergency such as a fire, to know numbers etc. It is also important for the centre's statistics which need to be sent in to the department each term. Attendance can be marked with either a tick or the amount paid.¹⁰ From time to time there will be other important information near the roll book.

Your Coordinators Responsibilities...

Your Coordinator is responsible to the Department of Education, Training and Employment for the following:

- The Playcentre Coordinator will be responsible for the provision of quality early childhood program to meet the full range of children's developmental needs; supervise and arrange the Playcentre and undertake such other activities at the centre as may be required.
- Keeping accurate records
- Setting up and providing a range of suitable activities for children aged 0-5
- Working within DECS guidelines
- Is responsible to their Line Manager (principal of Ungarra PS)
- Providing a safe, healthy environment
- Establishing routines and ensuring that the Centre runs smoothly
- Encouraging parents and children to become involved
- Attending regular trainings, workshops and conferences
- Keeping parents informed
- Attending to any Grievance issues
- Undertake administrative, clerical and organizational functions as required.
- Order, select, maintain and administer appropriate resources and equipment
- Ensure the implementation of policies on equal opportunity, which results in equity of access to and participation in services offered by the Children's Services Office.¹¹

