



MADGE SEXTON

KINDERGARTEN

McLaren Vale

MADGE'S MINIS.

playgroup





MADGE'S MINIS PLAYGROUP

Operational guidelines

WHERE: McLaren Vale Primary School OSHC room (come through the Madge Sexton Kindergarten gates and staff will direct you).

WHEN: Friday mornings 9am-11am. Weekly during school terms (except last week of term – which is used for staff to clean resources and prepare for the following term.)

PURPOSE: Madge's Minis Playgroup was created to fill the need of a playgroup for local families as there were no playgroups operating in McLaren Vale. It was also created for Madge Sexton Kindergarten staff to get to know the children and families that will be attending Madge Sexton Kindergarten in their child's eligible year, especially since MSK no longer has the capacity to offer pre-entry sessions due to the introduction of Universal Access funding and Same First Day single intake policy.

Madge's Minis Playgroup aims to provide a safe, caring and supportive environment, encouraging social interaction between children through various play based experiences. In addition, we hope to provide an opportunity for parents/caregivers to get together, share a cuppa and enjoy a time of relating to other parents/caregivers of children at similar life stages.

WHO IS THE PLAYGROUP FOR? Madge's Minis Playgroup is intended for future children of Madge Sexton Kindergarten and their parent/caregiver (Mum, Dad, grandparent, aunt, uncle, etc.)

Therefore a Priority of Access policy is in place.

1. Children who live in 5171 and are in the year before their eligible year of sessional Kindergarten. For example, your child is eligible to begin Kindergarten in 2016, therefore 2015 is the year before their eligible year.
2. Children who have older siblings attending our local DECD feeder schools, McLaren Vale Primary School or McLaren Flat Primary School and are in the year before their eligible year of sessional Kindergarten.
3. Children who live in 5171 in order of age closest to their eligible year.
4. Children who have older siblings attending our local DECD feeder schools, McLaren Vale Primary School or McLaren Flat Primary School in order of age closest to their eligible year.
5. Children who are cared for within our local community (5171) by child care centres, family day care providers or family members, i.e. grandparents, etc. in order of age closest to their eligible year.
6. Children who with siblings who currently attend Madge Sexton Kindergarten or siblings who have previously attended the centre in order of age closest to their eligible year.

PLEASE NOTE THAT IF YOUR OLDER CHILD IS GIVEN A PLACE AT MADGE'S MINIS PLAYGROUP, HIS/HER YOUNGER SIBLINGS ARE ALSO WELCOME TO ATTEND.

HOW LONG DOES MEMBERSHIP LAST? Membership to Madge's Minis Playgroup is for the entire Kindergarten/school year. This is to allow the children, families and staff to develop authentic connections and relationships within the group. If you wish to join Madge's Minis Playgroup you must commit to attending for the entire year. If you are absent for 3 consecutive sessions without good reason (i.e family holiday, illness, etc.) your place will be offered to another family on our waiting list.

HOW MANY MEMBERS IN THE GROUP? Madge's Minis Playgroup shares the outdoor learning area at the Madge Sexton Kindergarten with the sessional Kindergarten between 10 and 11am on our Friday playgroup morning. The children and staff enjoy this time and find it beneficial however to ensure it remains successful it is vital that we limit the amount of extra users in this space. During 2014, nearly 50 families have been involved with our Playgroup throughout the year. Due to the high level of interest it is necessary for us to change the running of Madge's Minis for 2015. After careful consideration, staff have decided that this number is up 20 (families not children).

HOW DO I APPLY TO JOIN MADGE'S MINIS PLAYGROUP? Please complete the "Madge's Minis Playgroup Registration of Interest" form and return to the Playgroup Coordinator at Madge's Minis Playgroup or to a staff member at Madge Sexton Kindergarten. PLEASE NOTE THAT ONE FORM NEEDS TO BE COMPLETED FOR EACH CHILD.

WHEN WILL I KNOW IF I HAVE BEEN GIVEN A SPACE? Placements for the Madge's Minis Playgroup for the following year will be allocated before the beginning of the Playgroup year. You will be notified by email or phone and will need to accept your place before the beginning of the Playgroup year. If we do not hear from you, your place will be offered to the next eligible child on our list.

CAN I GO ON A WAITING LIST? Once you have completed a Registration of Interest form, your details will automatically be placed on our waiting list and we will contact you if a place becomes available.

HOW MUCH DOES IT COST?

- Madge's Minis Playgroup Fees is \$20 per term, which needs to be paid for by the end of Week 2 of each term. This is a minimal fee that covers tea, coffee, milk, sugar, consumables used for craft activities, etc., as well as put towards new resources and equipment and repairs/breakages (Madge Sexton Kindergarten has a budget that they contribute towards this too). In the event of a withdrawal of a child from Madge's Minis Playgroup, full fees will be charged for the current term.
- Annual Playgroup SA membership which is currently \$35.00 per year. **Families who are offered a place at Madge's Minis Playgroup MUST fill out a Playgroup SA membership form on their first visit (Week 1, Term 1, 2015). Payment of the membership fee is required by Week 2, Term 1, 2015).** Playgroup SA membership is an insurance requirement for McLaren Vale Primary School & Madge Sexton Kindergarten.

EXPECTATIONS OF USERS

- You must sign in yourself and your child(ren) at the beginning of each playgroup session.
- We encourage parent/caregivers to be actively involved in our playgroup with your child. The more that you put into playgroup the more that you and your child will enjoy playgroup. We expect parents/caregivers to use common sense in finding the balance with time for talking to other adults and time to interact and engage with your child at playgroup.
- Supervise your child AT ALL TIMES. The Playgroup Coordinator is a Madge Sexton Kindergarten staff member and is there to set up the playgroup and support families while at playgroup, not to supervise children.
- RESPECTING THE SPACE: We have been extremely fortunate to have the support of the McLaren Vale Primary School who allow us to access their OSHC room for our Playgroup session. We ask that children are supervised at all times and that the OSHC facilities are treated with the upmost care and consideration.
- We ask that parent/caregivers are welcoming and open to all members of the group.
- As we have a limit to the number of people we can accommodate in our learning environments we ask that members DO NOT invite any new families along to join or invite other school/kindy mums along for coffee. We cannot cater for this.

GENERAL FORMAT OF SESSION:

9.00	Set up/sign in (Please note that playgroup cannot open any earlier than this as OSCH staff are still using room from their morning's OSHC program so please be patient with Playgroup staff)
9.10	Inside - Free play & table activities Outside – Free play in Madge Sexton Kindergarten outdoor learning areas (general yard and verandah – blocks, painting, woodwork)
10.45	Pack up (please encourage your child to help pack up, this is expected when your child attends Madge Sexton Kindergarten in their eligible year)
10.50	Singing/Story time (We encourage parents/caregivers to participate with their child.)
11.00	Goodbye (Please note that Playgroup families must not use Madge Sexton Kindergarten yard after this time.) Please note that there is no set time for Morning Tea to allow you to cater for your own child's needs, however we do ask that food is only consumed on the sheets provided in the inside space in the OSHC room, or the pergola area outside the OSHC room, not in the Madge Sexton Kindergarten outdoor environment. (Please bring your own – please bring healthy choices, this is expected when your child attends Madge Sexton Kindergarten in their eligible year.)

WHAT TO BRING:

- Something for you and your child for Morning Tea, preferably a piece of fruit.
- A water bottle (in a pop-top bottle to avoid spillages)
- A hat (In Terms 1 and 4 all children and adults must wear a hat in the Madge Sexton Kindergarten yard during session times.)
- Applied sunscreen during Terms 1 and 4.

Madge Sexton Kindergarten encourage being sun smart, healthy eating and the drinking of water. Please support this by bringing a piece of fruit, vegetable, dried fruit or cheese and crackers, rather than sweet biscuits, muesli bars, etc. We ask that food containing nuts or eggs are not brought into the Madge Sexton Kindergarten or McLaren Vale Primary School environments to support our children who have severe allergies.

FACILITIES:

- **INDOORS** – The OSCH room has plenty of floor space as well as tables and chairs for children and adults to engage together in a variety of experiences.
- **KITCHEN** – Please help yourself to a cuppa' in the kitchen in the OSHC room. Please wash and dry your cup at the end of the session. Please ensure that your child does not come into the kitchen at all times. Travel safe mugs are provided to ensure the safety of the children, you are welcome to take these with you into the Madge Sexton Kindergarten yard.
- **OUTDOORS** – Madge Sexton Kindergarten outdoor learning areas (general yard and verandah – blocks, painting, woodwork)
- **EQUIPMENT** – There is a small selection of Playgroup equipment stored in the OSHC room, however there is LOTS more equipment available in the Kindergarten storeroom. Please see the Playgroup Coordinator if there is something in particular you would like to see available at playgroup. We ask that you please return all equipment to its home at the end of the session.
- **TOILETS** – Due to legalities, Madge's Minis Playgroup members are unable to use the school's toilet facilities, so please use the Madge Sexton Kindergarten children's and adult's toilets. Ask the Playgroup Coordinator or Madge Sexton Kindergarten staff for directions.
- **BABY CHANGING FACILITIES** – Please note that we do not have specific "baby changing" facilities, however there is a baby changing mat located on the bench in the children's bathroom at Madge Sexton Kindergarten. Please do not change your child's nappy in the OSHC room at any time. Please dispose of nappies in outside bins, Madge Sexton Kindergarten's bins are located at the rear of the Kindergarten.

TAKING PHOTOGRAPHS: Please be aware of the fact that there may be families at playgroup who do not want their child photographed. We ask that you seek permission from all caregivers before taking photos or video at playgroup. Please do not take any photos or video of any Kindergarten children at Madge Sexton Kindergarten.

SAFETY INFORMATION: Please take some time to familiarise yourself with the emergency procedures of the Kindergarten and OSHC room, they are displayed on all emergency exits. To reduce the risk of accidents, children should not be in the kitchen or around hot drinks. A First Aid Kit is always available, please see the Playgroup Coordinator in the OSHC room should you require it.

ISSUES/CONCERNS: We hope that you enjoy your time with us at Playgroup and that you feel at home and relaxed in the environment we have created for your children. If you have any concerns or issues at any time please raise them with the Playgroup Coordinator or speak directly to the Madge Sexton Kindergarten Director as soon as possible, to ensure that our Kindergarten and Playgroup remains a safe and happy environment for all those who access it.

If you have any questions or comments please do not hesitate to speak to the Playgroup Coordinator or the Kindergarten Director on 83238684.