

WCS Playgroup Parent Handbook

Parent/carer information

July 2018

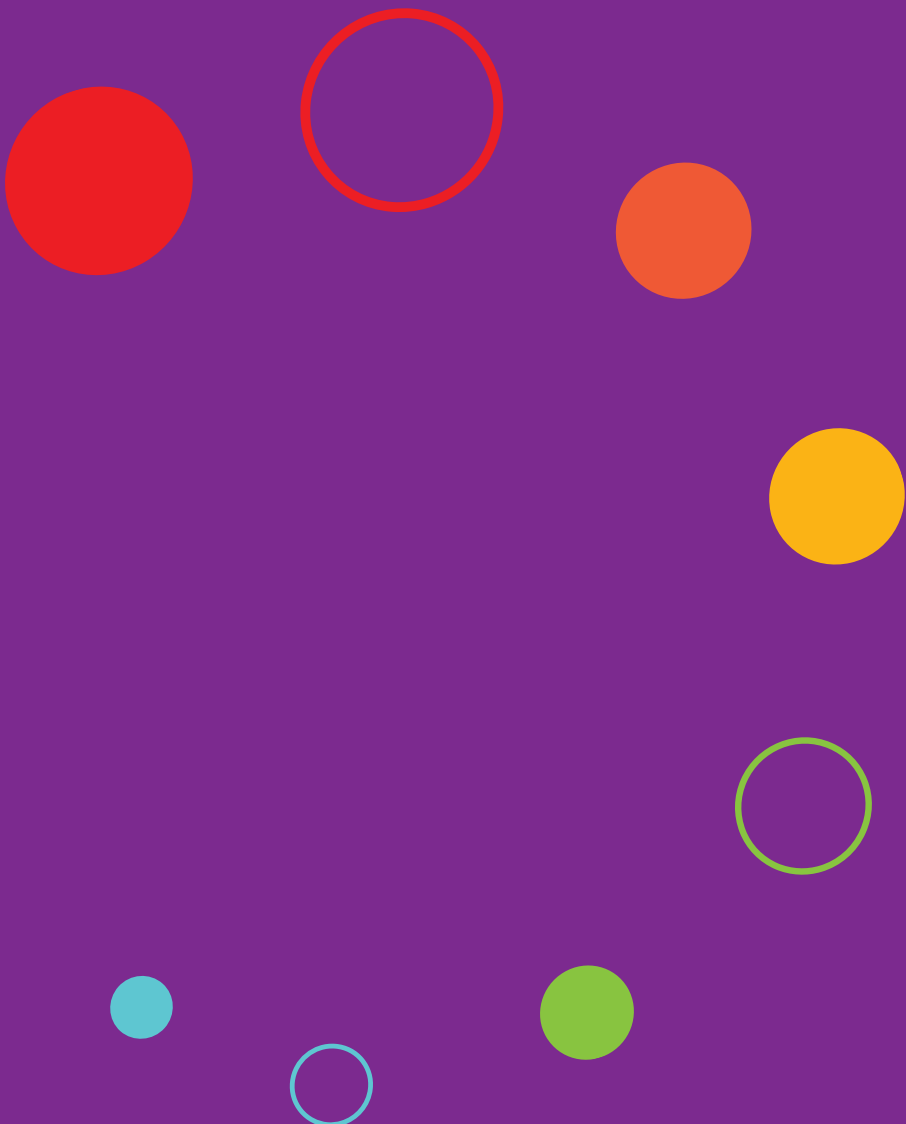


Table of Contents

TABLE OF CONTENTS	2
LOLLIPOP EARLY LEARNING CENTRE PLAYGROUP	3
CONTACT INFORMATION	4
CODE OF CONDUCT	5
WCS VALUES	6

Welcome to Lollipop Early Learning Centre Playgroup!

Playgroup is a free community playgroup, offering an opportunity for children and families to connect with one another in a childcare environment. Children are free to use the Lollipop facilities offered both indoors and outdoors. Lollipop Playgroup is open during school terms from

9.30am-11.30am every Wednesday.

NO BOOKING is required.

Please sign in at reception and make your way to the Tamariki room (preschool room - last room on the left).

Playgroup is coordinated by **Renee Irving**.

Renee will show you where to sign in, explain where toilets, nappy change areas and emergency exits are, and answer any questions you may have.

Parents/carers are to remain with and supervise your child at all times.

Routine

- 9.30 - 10.00: Indoor free play, structured activities and craft
- 10.00 - 10.15: Group time (please sit with your child/ren and encourage them to join in).
- 10.15 - 10:30: Morning tea (please eat provided fresh fruit and vegetables or your own provided foods).
- 10.30 - 11.30: Outdoor play, structured activities and creative expression.

What to Bring

Please ensure your child is dressed for the weather conditions. All outdoor play requires your child to wear a hat, except in June, July and August. Please bring some fruit to share for **Morning Tea**. Nappies and a change of clothes are recommended. Please ensure you follow procedures set by Lollipop while changing your child's clothing or nappies. These are displayed in the bathrooms.

During playgroup feel free to explore the centre and engage with educators. A member from WCS Case Management team will be present to offer any support or information, if needed.

Confidentiality

The privacy of children and families who use Lollipop is to be respected at all times. This means that children who use our service are not to be discussed outside the service or mentioned on social media.

NO PHOTOGRAPHY.

Please do not take pictures of your child during playgroup. Written/verbal permission must be sought from each child's parent or carer otherwise.

Lollipop Management and WCS require all families to abide by our centre's policies and procedures at all times. Please ensure you read the Parent Handbook provided and discuss any concerns you have with the playgroup coordinator Renee, or Nicole Metcalfe or Bec King, centre managers.

All participants at Lollipop playgroup are expected to follow the Code of Conduct below and to share the WCS Values, also below.

Nicole or Bec on 02 62346817 or lollipop@wcs.org.au

Further information from reception on 62346886

THANK YOU FOR JOINING IN LOLLIPOP'S PLAYGROUP!



CODE OF CONDUCT

To be adhered to by all participants

- **Behave** honestly and with integrity
- **Act** with care and diligence.
- **Treat everyone** with respect and courtesy, and without discrimination, bullying, intimidation or harassment.
- **Comply** with all applicable Australian laws and WCS' policies, guidelines and procedures.
- **Comply** with any lawful and reasonable direction given by someone in WCS who has authority to give the direction.
- **Respect** and **maintain** appropriate confidentiality and privacy of employees, service users, and others who have relationships with WCS.
- **Disclose**, and take reasonable steps to avoid, any conflict of interest (real or apparent) relating to your employment or the interests of WCS.
- **Use** WCS' resources in a proper manner and only for their intended purpose.
- **Maintain** appropriate behaviour on social media, and not refer to WCS in any manner that may damage its reputation.
- **Not** provide false or misleading information in any situation.
- **Not** make improper use of inside information, or of your duties, status, power or authority, to gain or seek to gain a personal benefit or advantage.
- **Always** behave in a way that upholds WCS' vision, purpose, values and behaviours, goals, integrity and good reputation.
- **Report** suspected breaches of the Code of Conduct immediately or as soon as possible.

WCS's Values

We put people first

We are committed to a cohesive and inclusive community. We seek to build positive relationships, based on respect and honest communication. We acknowledge the value of people working towards independence, self-determination and autonomy.

We're inclusive

We support the principles of social justice and the rights of individuals. We value diversity and the contribution it makes to our community.

We are a proactive, responsive and innovative service

We have an open door and create a welcoming environment where people feel comfortable. We will provide a service that is flexible and responsive. We will form partnerships with other service providers and lobby to ensure our community's needs are met.

We support each other to do our work

We will work as a team and will collaborate and communicate with each other in a way that demonstrates our respect, honesty, flexibility and acceptance of one another.

We value the contribution our staff makes to the community. Staff will be supported to develop professional and personal skills and provided the opportunity to deliver quality services.

We value being part of the community

We acknowledge our role in our community delivering services, support and advocacy. We value earning the respect of our community members and acknowledge our responsibility to maintain mutually supportive partnerships.

We will act with honesty, integrity and transparency We will be professional, ethical and mutually respectful in all aspects of our work. We will be accountable for the effective and efficient management of staff, finances and services. We aim to maintain up-to-date and evidence based practices.