

## **Nau mai, Haere mai, Welcome to Hataitai Community Playgroup**

All parents and caregivers with children under 6 years old are welcome to participate in our playgroup. We aim to provide a safe, healthy and supportive environment where children and whānau feel they belong in the group and their contributions are valued. We provide a range of activities to support children's learning and development consistent with the NZ ECE curriculum – Te Whāriki.

### **Days and hours**

Our playgroup hours are Monday, Wednesday and Friday 9am - 12pm and closed during school holidays and public holidays. Depending on the number of children attending you can attend one or two days during the week.

### **Our programme**

Our programme follows the child's interests and provide resources and activities to develop, strengthen and extend their existing skills and knowledge. We have a rolling morning tea and children are welcome to eat throughout the session at a kai table. We have an informal mat time where we come together to share notices, sing songs or read some stories. Mat time is optional and we encourage children to participate only if they have the interest on the day.

### **Committee**

Our committee meets once a term with meeting dates and times emailed and posted on whānau noticeboard. Minutes of the meetings will be posted on our whānau noticeboard. New members are always welcome.

### **Donations and Funding**

We are certified by the Ministry of Education and receive funding for equipment, cleaning and rent. However, if your child is enrolled in home-based care (eg Porse or Barnados) during playgroup hours we miss out on that funding and request an additional \$5. There is a whānau donation per term of \$50 for one session, or \$90 for two sessions or \$5 per session for casual attendance. This donation is used towards the playgroup coordinator salary. Donations can be made cash, cheque and internet banking. Please reference family name, HCP and which term.

Hataitai Community House  
Bank of New Zealand  
02-0520-0041789-002

Please help yourself to tea, coffee and drinking chocolate in the kitchen. There is milk in the fridge and biscuits are stored in the kitchen cupboard with the tea and coffee. **Remember any hot drink needs to be in a covered cup.** Whānau donations of a packet of biscuits and box of tissues are always appreciated.

### **Child protection policy**

We have a child protection policy that every attending adult is required to read and sign.

### **Positive guidance / behaviour management**

We have a positive guidance/ behaviour management policy that every attending adult is required to read and follow.

### **First Aid and emergencies**

Our first aid kit is located in the kitchen above the fridge. All accidents need to be notified to the Playgroup Coordinator and recorded. **In an emergency call 111 (no dial out number is required).** Whānau emergency numbers are stored in the back of the sign in folder. It is important this information is kept up to date so please inform Tracey if any numbers or contact people change. Refer to our emergency and evacuation procedures in case of fire, earthquake, tsunami or other emergency.

### **Emergency and evacuation procedures**

We have emergency procedures for fire and earthquakes and practice them every three months (a warning will be given before hand). Our emergency supplies are in labeled plastic containers that are located at front entrance door. Every family is required to donate some non-perishable food to contribute to this. The supplies are checked and updated every year. Our emergency and evacuation procedures are reviewed every three years.

### **Health and Safety**

All parents and caregivers at the playgroup share responsibility for the safety and supervision of all children attending. If you see a child's safety at risk, intervene. There must be adult supervision inside the playroom and outside in the garden and playground if there is a child or children present. We all need to be aware of potential hazards at playgroup and if you see something remedy it and or inform Tracey immediately.

If your child has health issues e.g. allergies or asthma please inform Tracey and let attending adults know. Smoking is not permitted anytime, anywhere at the playgroup. If you choose to smoke, please do so off-site, well away from the children.

The playground gates must always be closed during playgroup hours. Arcus way is a private road and we encourage children to look both ways and hold hands with an adult when crossing and walking down.

### **Sickness and Illness**

If you or your children are unwell please stay at home to ensure you recover quickly and prevent from infecting others. If experiencing rashes, fevers, vomiting or diarrhoea refer to contagious illness handout for the recommended length of time to be away.

### **Cleaning**

Cleaning products and equipment are stored in labeled cleaning cupboard. Hazardous products (e.g. dishwashing tablets/ powder, Dettol, dishwashing liquid, spray and wipe) are stored in First Aid cupboard. Cleaning products need to be carefully supervised and returned after use to prevent swallowing by our younger children. The dishwasher needs to be checked for powder residue before the start of the session and turned on at the end of the session once all children have left the playroom.

To avoid cross contamination we use red and white striped cloths and green scrub brushes are for kitchen and eating areas and blue and white striped cloths and blue scrub brushes are for play areas.

After each session our cleaner cleans the playroom and our toys are washed during and at the end of term. We have end of term cleaning list and appreciate whānau helping out where they can. Soiled nappies are to be secured in the bags provided and removed from the premises, they are no longer to be disposed of in the bathroom rubbish bin.

At beginning and end of sessions any help (e.g. cleaning or setting up activities, emptying dishwasher, stacking chairs, unlocking sandpit or putting outdoor equipment at shed) is much appreciated.

### **Resources and materials**

We have a range of resources that are purchased through Ministry of Education funding, donations and whānau contribution. Please let us know if you have any ideas of resources or activities that you think might benefit your child. We encourage children and attending adults to tidy up after involved in an activity if no one else is using the equipment (e.g. packing the train set up, wiping the painting easel).

### **Contact Information**

Hataitai Community Playgroup  
112 – 114 Waipapa Road, Hataitai 6021, Wellington

### **Playgroup Contact People**

Silvia Severi, Playgroup Coordinator  
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Nikki, Hataitai Community House Coordinator  
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