



Samaritans

Compassion Integrity Justice

SAMARITANS FIVE STAR

FAMILY DAY CARE

&

IN HOME CHILD CARE

**PLAYSESSION
INFORMATION BOOKLET**



PLAY SESSION BENEFITS

A play session is an organised gathering of educators, children, parents and staff members which provides a range of developmentally appropriate activities.

There is a balance of indoor and outdoor activities, which can be freely chosen by the child. A variety of different opportunities and activities are offered to meet the cultural and developmental needs of the children, parents and educators. These activities include self-help and thinking skills; encouraging imagination through music, dance and drama, physical activities, visual and expressive arts, messy and sensory play, and social and emotional skills.

Through play sessions, children have the opportunity to mix socially with a large group of children, whilst educators have the chance to meet and network with other educators.

All educators and parents registered with Samaritans Five Star Family Day Care and In Home Child Care are more than welcome to attend play session with their children.

Please note that play sessions cannot accommodate children and adults outside of the service for insurance and safety reasons, except by invitation e.g. as a visiting community organization or visiting performers.

DAY: Play session is held on alternating Thursdays during School term.

Singleton "The Stables", Bishopgate St, Singleton

Cessnock Individual educator homes – please contact service office on 49907402 to check location

TIME: 10am to 12.00pm

STAFF: Child Development Officer

COST: \$2.00 per family (except for educator's own children). This contributes towards the provision of this service, resources and activities. Minimal extra costs may occur to cover outings or visiting performers. We try to have one of these per term.

WHAT TO BRING:

Children need to bring what is normally taken to the educator's home on their care day, e.g. hat, drink, morning tea, sunscreen, spare clothes etc.



SAFETY GUIDELINES

With a large group of children, accidents may be more likely to occur. To prevent accidents, simple safety procedures need to be in place:

1. walking inside...no running
2. all adults need to be aware of appropriate play, e.g. no throwing sand
3. educators are responsible for supervising their own group of children at all times
4. indoor toys to stay indoors, otherwise they become unstable or deteriorate quickly
5. gates need to be closed and latched properly at all times
6. no children permitted in the kitchen area, or laundry unless their nappy is being changed
7. hand washing procedures and other relevant Health and Safety guidelines must be followed
8. helmets must be worn when riding bikes

EDUCATOR RESPONSIBILITIES

- Safety and supervision of children at all times
- Sign in at the start of every play session
- Encourage and support children to participate in the range of activities provided, but ensuring children have the opportunity to freely choose from the activities offered
- Attend to their children's toileting and/or nappy changing
- Ensure the play environment (indoor and outdoor) is maintained in a safe and hygienic condition at all times, and is free of:
 1. cigarettes and cigarette smoke
 2. hot liquids and surfaces
 3. spilled substances e.g. food and/or liquid
 4. equipment surfaces or substances which could present a safety hazard to groups of children e.g. consider appropriateness to children's stages of development
 5. opportunity for children to handle or ingest food or drinks used by other children or adults
- reinforce safety issues with children
- role model safe and appropriate behaviours for children, and use appropriate language
- be familiar with fire exits and fire evacuation procedures, and participate with children in regular drills of the premises
- assist staff (& encourage children) to pack away equipment at the end of play sessions
- at all times act with professionalism towards children, staff and other educators

STAFF RESPONSIBILITIES

- develop a written program of activities for each play session, considering the numbers, ages, developmental stages and individual needs of the children attending. Provide safe activities, and include both active and passive play opportunities.
- provide equipment and resources that are safe, clean and in good repair
- prepare activities and the play environment, prior to the start of play sessions, and ensure safe handling and storage of equipment at the end of play sessions.
- ensure the environment provides ease of access; is safe and clean; is securely bounded; and free from harmful substances
- role model safe behaviours with children and appropriate language
- assist educators with supervising children. Encourage and support children to freely choose from the activities offered.
- role model appropriate child care strategies
- conduct OH&S checklist for each play session and end of Term review checklist
- conduct regular emergency evacuations at least once per term
- where service resources permit, conduct group sessions for children
- make regular evaluations of play sessions and the program
- ensure OH&S standards are maintained at all times

PARENT RESPONSIBILITIES

- pay the play session fee each session attended by their child
- when attending play session, observe all service policies, guidelines and procedures



PLAY SESSION ROUTINE

Meal times: as children's routines vary a suitable area is available during play session for morning tea/lunch to be consumed. Educators must ensure all children wash hands and they remain seated with their group of children the entire meal time. When finished please wipe over the table with soapy water and towel.

- 10.00am Educators and children wash hands and ensure hats are worn by themselves and children on arrival
- 11.15am Everyone assists to pack away and wipe down table with soapy water
- 11.30am Whole group – Language and Music
Educators to support children to participate and in join in – don't be shy!
- 12.00pm Educators please fill in feedback form and make notes on program
- Educators and children collect belongings and craft works and wash hands prior to departure.

THANK YOU FOR ATTENDING PLAY SESSION, SEE YOU ALL NEXT TIME!



Play Session Curriculum

Our aim is to consider the child holistically and cover all of the following areas of development in the play activities set up along with adult interactions as set out in the Early Years Learning Frame Work

- Children have a strong sense of identity
 - Children feel safe, secure, and supported
 - Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
 - Children develop knowledgeable and confident self identities
 - Children learn to interact in relation to others with care, empathy & respect

- Children are connected with and contribute to their world
 - Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
 - Children respond to diversity with respect
 - Children become aware of fairness
 - Children become socially responsible and show respect for the environment

- Children have a strong sense of wellbeing
 - Children become strong in their social and emotional wellbeing
 - Children take increasing responsibility for their own health and physical wellbeing

- Children are confident and involved learners
 - Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
 - Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
 - Children transfer and adapt what they have learned from one context to another
 - Children resource their own learning through connecting with people, place, technologies and natural and processed materials

PLAY SESSION – WHAT TO WEAR

Children

Play sessions are conducted both indoors and outdoors in sunny and shaded areas, so all contingencies need to be covered. Children should wear to Play Sessions:

- ★ A hat
- ★ A shirt with sleeves that covers at least their shoulders
- ★ Shorts or trousers for running, jumping and climbing. Skirts are fine, but shorts allow a child freedom of movement
- ★ Sandals with straps, joggers or boots
- ★ Sunscreen and insect repellent

Clothing not recommended:

- ✗ Strappy tops, singlets, cut-off shirts
- ✗ Thongs or shoes that don't adequately cover feet
- ✗ Clothing that is too restrictive in movement
- ✗ Clothing that is "good"; remember Playgroup is for having fun and sometimes getting messy is part of that. Expect spills, drips and the odd stain and maybe even the occasional tear or rip.
- ✗ Caps that don't cover ears or the back of necks

Educators and Staff

- ★ A full brimmed hat
- ★ A shirt with sleeves that covers at least their shoulders
- ★ Clothing that is loose, comfortable and allows ease of movement, taking into account heat in summer and warmth for winter.
- ★ Clothing that you won't mind having stained or damaged during messy play
- ★ Shoes that enclose the foot, preferably joggers or enclosed sandals
- ★ Sunscreen and insect repellent

Clothing not recommended:

- ✗ Strappy tops, singlets, cut-off shirts
- ✗ Thongs or shoes that don't adequately cover feet
- ✗ Clothing that is too restrictive in movement
- ✗ Clothing that is "good".
- ✗ Caps that don't cover ears or the back of necks



EMERGENCY EVACUATION PROCEDURE

ON PLAYSESSION DAYS

- 🔔 Alert staff, educators and children in play session area
- 🔔 All educators and all adults on premises assist with collection of children nearest to them and go to assembly area
- 🔔 Play leader collect play session evacuation book and check toilet area, laundry, sheds, outside playroom and assist educators/children to assembly area
- 🔔 Play leader accounts for educators/children present/absent at this point and informs other staff/emergency personnel

**DOUBLE CHECK FOR
ANY MISSING PERSONS**

EMERGENCY EVACUATION PROCEDURE

("The Stables", Singleton ONLY)

- 🔔 Raise alarm and alert all persons on premises
- 🔔 Extinguish fire if small and safe enough to do so

Extinguishers located:

- kitchen – CO2 and Fire BLANKET
- back patio – CHEMICAL
- laundry – WATER

- 👉 if building needs to be evacuated leave by safest exit and collect at designated assembly area which is located:

BACKYARD INTERNAL GATE ADJOINING RECTORY

- 👉 Account for all persons present/absent at this point and inform other staff/emergency personnel

ON WAY OUT

- 👉 Staff to check all rooms inside and outside building, including playroom, outside toilet and sheds
- 👉 Staff to turn off main power switch located at front of house using key located above first aid kit
- 👉 Close doors behind you and collect staff attendance book and mobile
- 👉 As soon possible when out of danger contact emergency services 000

State:

Name of service: Samaritans Family Day Care

Location: "The Stables" opposite no 26 Bishopgate St

Nearest cross St: Corner Market and Bishopgate Sts
In the grounds of All Saints Anglican Church