

SILKWOOD PLAYGROUP

INFORMATION AND APPLICATION FORM



 school
silkwood
Be inspiring... get connected... make a difference.

39 Shepherd Hill Lane Mt Nathan QLD 4211 | PO Box 760 Nerang Qld 4211 | T (07) 5655 0300
www.silkwood.qld.edu.au

SILKWOOD PLAYGROUP

For children 15 months to 5 years of age

Thank you for your interest in Silkwood's Playgroup. Please read the following information very carefully, before you send in the application form, to determine if our playgroup is the right one for you. Our playgroups are operated quite differently from many community playgroups. Our emphasis is on the quality of children's play experience; however, we also recognise the importance of parenting and try to honour your parenting as much as possible with each session.

When you have finished reading the information, you will find a playgroup application and school enrolment application form. A prerequisite for enrolling into a Silkwood Playgroup, is that your child has an application for enrolment in Silkwood School. The purpose for this is that our playgroups have been established as our early childhood programs and transition for Silkwood students.

Once you have completed both the school application for enrolment and the playgroup application you will be placed on the Playgroup waiting list. The Playgroup Co-ordinator will contact you when a place becomes available in the right age group. These waiting lists are reviewed at the end of each term to determine where spaces exist and are offered to families in order of waiting list number. All families are contacted each term to inform them of placement or continued waitlisting.

We thank you for your interest in our groups and hope to place you soon.

Sandi Donaldson
Silkwood Playgroup Coordinator
sandi.donaldson@silkwood.qld.edu.au

Silkwood Playgroup

The Playgroup provides an opportunity for parents and their young children to come together in a celebration of early childhood and quality family life. During the session parents engage in home-like activities or make simple crafts while their children help them or play nearby. Children play with simple natural toys and materials and are guided through the session with the gentle rhythm of circle time, creative play, morning/afternoon tea and story time. Circle and story time reflect the world of nature and seasonal changes and provide a rich learning experience through music and rhymes. Stories nourish the child's imagination and provide rich material for creative play. Parents are encouraged to continue the rhythm of the Parent-Child Program in their own homes and family lives. Parents will find that the program will enrich their family life, and will feel respected and supported in their important role of raising their children.

The Groups

There are three available age groups: 15 months – 3 years (2 hours session), 3-4 years (2 hour sessions) and Pre-Prep groups (4-5 years) which run for 3 hours.

We ask that parents arrive 5 minutes early to settle their children, greet friends and prepare for the group. Younger siblings are welcome to attend with the parents. Children remain in the care and supervision of their own parents for the duration of the group. School age children are not permitted to attend Playgroup.

Pre-Prep Playgroup

The Silkwood Pre Prep program provides an opportunity for parents to be supported in helping our future Silkwood students have the best possible start to school.

Our goals for the Pre Prep program are;

- To offer future Silkwood students access to a high quality, developmentally supportive play and learning program, preparing them for a successful transition to Prep.
- To maintain collaborative relationships with parents during the early years of learning.

In the spirit of continually striving to offer the best possible education for children, we have made some improvements to the current program. As well as the general play based rhythm of playgroup, additional activities supporting all areas of development will feature during the pre -prep session. The following areas of development will be highlighted.

Social and Emotional Development

Social and emotional competency and capacity is at the core of success for a smooth transition to starting school. The intrinsic benefits include the confidence and efficacy to approach new social situations and tackle various complex tasks. Turn taking, sharing and playing cooperatively are fundamental skills required to support a child's capacity to learn. Opportunities for supporting social and emotional development will be offered during each session. *Parental supervision and support are crucial during this time.* Children are learning critical skills and may experience difficulty at times, requiring redirection.

If you find that your child is experiencing difficulty during social interactions, supportive guidance from you will benefit greatly.

Duty of Care

Please remember, the playgroup team are present to guide children through the program, however supervision of children is the responsibility of parents. Please ensure that you are present and ready to assist your child when needed. This supports our goal to provide a safe, nurturing and secure environment for all children.

Physical Development

Body awareness helps us understand where our bodies are in space. Understanding the information received from the sensory systems allows the children to increase their body awareness and how it moves through the environment. Children who are supported in developing strong body awareness have less difficulty in learning new tasks at school.

The children will have opportunities to increase motor development and body awareness by participating in the Perceptual Motor program. A range of activities will be offered each week. These activities will require adult supervision. The Perceptual Motor program will focus on locomotor movements, spatial orientation, hand-eye coordination, directionality and bilateral coordination.

The usual program favourites such as singing, finger plays, storytelling, craft and fine motor activities such as drawing and cutting will continue to feature in the program.

Circle Time

Circle time provides opportunities for parents to support their child's developing speech and language skills, as well as their growing ability to sit, listen and engage in the learning content. We appreciate your assistance in encouraging your child to participate in circle time.

Parent Support

Throughout the year, articles of interest will be offered which may provide support or insight into all areas of development and well-being.

Enrolment Process

Please read this information carefully to decide if our playgroups are right for you. Our groups are more structured than regular playgroups and this does not suit all families. Once you have read this information, or attended an information session, you may send in a registration form. The registration form will place you on our waiting list until a position in a suitable group becomes available. There is no fee to be on the parent-child playgroup waiting list, however all families who wish to enrol in a Parent Child group must first register for enrolment in Silkwood School and pay a non-refundable application fee of \$100 per child. This places them on a waiting list for Prep. Please note that registration for enrolment is the beginning of our enrolment process and does not guarantee placement at Silkwood.

We endeavour to update Playgroup classes at the completion of each term and to contact all families on the waiting list with either a space availability or notification of continued time on the waiting list. *It is your personal responsibility to advise the School regarding any future alteration to your personal contact details. Your place on the waiting list may be withdrawn if we cannot contact you or if you do not respond to correspondence from us.*

2017 Playgroup Fees

Playgroup	Fee – Per family per term
15 months to 3-years	\$195
3-4 years	\$195
4-5 years Pre-Prep	\$210

Playgroup fees are for the whole term's enrolment, they are not negotiable or refundable, and must be paid in full.

To accept an offer of placement, **full payment for the term** is required upfront; at the start of the term.

If payment is received prior to the commencement of the School Term, you will be eligible for a \$10 discount.

Arrival at the Playgroup

We ask that parents arrive 5-10 minutes early in order to put away your belongings, settle your children and greet your friends. This ensures that each can session begin promptly on time and commence with calm, relaxed children. The mood of the welcoming time will set the tone for the rest of the session, so please bear this in mind if you are late or rushed in the morning. *If you are unable to arrive in time for the morning welcome, you will be asked to wait outside until it has been completed and enter as the children move to their bread-making.*

Setting the Mood

During the whole session we aim to have a group where all adults speak quietly and carefully to each other, being mindful of having a child-centered environment by avoiding social chit-chat or gossip. The children will imitate our actions as well as the mood we set in the room.

Encouraging Play

Some children may need assistance with beginning to play in the room. You could help them set something up and sit and do craft nearby. We encourage the adults to start their child in a game or activity, and then withdraw, leaving them to continue playing and interacting with friends, although keeping our attention on their play. Older children should be encouraged to play independently and imaginatively, and not rely on adults to continue playing with them.

Redirecting Children's Behaviour

Sometimes when you have many young children (who have not yet learned appropriate social behaviours) playing in a small space together, they may become competitive over toys and space, and resort to responsive behaviours such as hitting or biting. It is important not to judge children or parents when this occurs. All children will engage in or experience these behaviours at some point and it is best to speak calmly and positively to children, encouraging them to assist the other child (if appropriate) and then redirecting them to a new area or game. Even though it is the parents' responsibility to monitor their own child's behaviour, we encourage all adults to help redirect the children to new activities when necessary. Introducing a child to a new activity such as drawing, helping an adult, sweeping or polishing is a good way to use the physical energy of the child in a positive way. Once settled they are invited to join the play once more.

The staff appreciates it when you are able to tend to your child's needs in a calm manner, and if your child is upset or disruptive you will need to take them outside to care for them and return when your child is feeling calm once more. This is not a punishment! Free play sessions or group times with many young children can often be overwhelming, and removing an upset child from the cause until they feel better is the best solution.

At Silkwood we often use singing as a way to catch children's attention, and singing their name may often be just enough to distract children from inappropriate actions. For example "Sar-ah fly like a bee ... come and do a job with me." Singing captures children's imagination and you'll be surprised at how readily children will respond to being given jobs when they are sung to them!

Activities to redirect children's behaviour

- drawing with crayons and paper
- making a farm or a cubby with a child
- sewing scraps of fabric or felt
- finger knitting
- modeling wax or clay
- assisting adults
- build block towers and cities with the child
- work within close proximity of your child
- try singing reminders:

“Use your kind hands when you play
With your friends and every day.
Share your toys, be kind today,
With your friends in every way.”

What do the adults do?

We encourage the adults to help with tasks in the Playgroups: cleaning up, tidying away, washing up, sweeping, chopping fruit, drying dishes, wiping tables. When everyone helps the children are able to move to the next activity without waiting for too long. We all know what happens when children are left waiting without anything to do! A job list is available on the table for you to choose a task. It is appreciated when everyone is able to assist, as so often it tends to be the same parents each time who do the same jobs.

During free play the adults may engage in a craft activity, however it is important to stress that our primary objective is encourage good quality children's play experiences. If doing craft means that you are unable to give your child the attention they require, your craft project should be put away for a while.

Phone Trees

A phone tree is organised for each group to enable the participants to contact each other for emergencies. Only first names and phone numbers are given. Please respect each other's privacy and family lives and only use the numbers for social calls if you have asked permission from the person first.

Communication

Playgroup teachers and assistants keep their phone numbers private. If you are late or unable to attend a group you may phone the school office on 5655 0300 and leave a message. Once you are enrolled in a group you may contact the Playgroup Co-ordinator by email for any administration reasons. The address is: sandi.donaldson@silkwood.qld.edu.au

Attendance

Your attendance at playgroup must be recorded in a sign-in book on your arrival. This is for insurance reasons. *Please sign your initials rather than tick the box.* If you have an unexplained absence for three or more weeks, you will be contacted and asked if you wish to continue in the group. Your position may be forfeited if your *unexplained* absence is extended. We wish to encourage committed families at Silkwood. Please contact the Playgroup Co-ordinator when you are planning an extended absence or when you wish to terminate your enrolment.

What YOU and YOUR CHILD need to bring to a session at Playgroup

- ❑ Comfortable play clothes in plain colours, without logos, brand names or commercial cartoons.
- ❑ A change of clothes, as children love to engage in water play.
- ❑ Warm clothes in cooler weather, including a singlet, warm socks and a jumper.
- ❑ A piece of fruit to share for morning /afternoon tea.
- ❑ Covered shoes and broad-brimmed hat for outside play (for adults as well as children). Clogs and thongs are not acceptable footwear for children. This is a school policy.
- ❑ No home toys please.
- ❑ Water is available at all times and cups are provided, however you are welcome to bring a small drink bottle for your own child.

Session Times

Tuesday	9.00am – 11.00am 11.30am – 2.30pm
Wednesday	9.00am – 11.00am 11.30am – 2.30pm
Thursday	9.00am – 11.00am 11.30am – 2.30pm
Friday	9.00am – 11.00am 12.30pm – 2.30pm

SILKWOOD PLAYGROUP

APPLICATION FORM

APPLICATION DATE _____

Before enrolling, would you like more information? Yes / No

Have you submitted an Enrolment Application for your child to be placed on a waiting list to attend Silkwood School and paid the non-refundable \$100 registration fee per child? Yes / No
(This is a pre-requisite for enrolment in Parent Child groups)

CONTACT DETAILS

Family Name _____

Mother _____ Father _____

Home Phone _____ Mobile Phone _____

Email _____

Residential Address _____ Postcode _____

Postal Address (if different from above) _____ Postcode _____

Child's name	DOB	Allergies/ special needs	School Enrolment Application fee paid?
			\$100 Yes / No
			\$100 Yes / No
			\$100 Yes / No

Preferred Group Day/Time: _____

I/We jointly and severally agree to undertake to support the ethos and procedures of Silkwood.

I/We agree to be jointly and severally liable for the payment of all accounts rendered by the School in respect of our child's Playgroup enrolment and to comply with the terms of payment.

Name of Parent/Guardian _____

Signature _____ Date _____

PLEASE NOTE: Your application will be given to the Playgroup Co-ordinator, who will contact you before the next school term. All new children are placed into groups to start in the new term (depending on availability of spaces). If there are no spaces available, you will be informed of your position on the waiting list at this time.

For Office Use Only:

School Enrolment added to waitlist for Year 20____ – Yes / No

School Enrolment Fee \$100 Received in Engage – Yes / No

Confirmation of Playgroup Registration Letter Sent ____/____/____

Family Details entered into Engage ____/____/____

Group / Time / Day has been allocated – Yes/No Group – AM / PM Mon / Tues / Wed / Thurs / Fri

Account Sent ____/____/____