



Melrose Primary School

RESPECT ~ HONESTY ~ RESPONSIBILITY ~ EXCELLENCE

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Melrose Primary School Playcentre Guidelines for Parents, Caregivers, Guardians, Volunteers and School Staff

The Melrose Playcentre operates in accordance with the Department for Education (DfE) Playcentre Program Procedure.

The aim is to deliver a high quality Early Years Education and Care Service for children from age 3 years to school entry. At present in the Melrose Township and surrounding district there are insufficient numbers to maintain a preschool service, consequently the department has provided support for an education service through the establishment of the Melrose Playcentre.

The Playcentre offers a quality play-based learning environment at Melrose Primary School.

This service aims to

- provide families with the opportunity to develop relationships with other community members and families in the area
- introduce families to other services that are available for their children
- create a fundamental stepping stone for children to further their learning outside the home environment through a play based learning program and Early Years Learning Framework (EYLF)
- provide a safe, positive, nourishing and caring environment for all children's learning, development and wellbeing before entering the school setting by maximising positive entry transitions to school

The Melrose Playcentre program is facilitated by a DfE employed School Services Officer.

Melrose Playcentre is funded by the department for 3 hours per session, which currently operates every Wednesday morning from 9 am to 12 noon during school terms.

Governance of the Melrose Playcentre is the responsibility of the Melrose Primary School Governing Council and the Melrose Primary School Principal. The role of the school's governing body is directed by a constitution and code of practice. Through decision making structures within the school, the school Principal will engage the Playcentre Leader and parents/guardians/volunteers to ensure that outcomes of the playcentre are achievable.

The establishment of a subcommittee, namely the Melrose Early Learning Committee (MELC), is to assist the Melrose Primary School Governing Council in its governance of the Playcentre. The MELC consists of at least one parent/guardian of a child attending the Playcentre, the Playcentre leader and the Melrose Primary School Principal.

The committee:

- provides advice on responsibilities of resources, education programs, activities, community events and other opportunities as they arise
- monitors and reports on the progress in conjunction with the Playcentre leader to continually develop the quality and improvement of the Melrose Playcentre program.

Priority of children attending is given to children aged 3 and over. Children under 3 are also welcome to attend and all children attending must be accompanied by a parent/caregiver.

From 1 July 2019, the *Child Safety (Prohibited Persons) Act* requires all people who are providing activities or services that involve close personal contact with a child or young person (other than their own) to have a 'working with children check'.

This has prompted a change to the Playcentre procedure and operations. A parent/carer is responsible for the children in their care while attending a session. The Playcentre leader must not ask any parent attending to undertake 'child-related work', which includes providing childcare/child minding, or requesting that a parent assist with a child's personal care needs, other than for their own child. Therefore the Playcentre no longer operates with a parent roster system.

If a parent/ guardian wishes to enrol their child/ren in the Melrose Playcentre they are invited to contact the Principal at Melrose Primary School on 08 86662154. A Melrose Playcentre enrolment pack will be forwarded to the family or can be collected at the school's front office or downloaded from the school's website. The enrolment pack must be completed and returned to the school before the child/ren and parent/guardian are able to attend the Melrose Playcentre.

Playcentre Guidelines
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