



CARER RESPONSIBILITIES AT PLAYGROUP

- Be aware of what is on the program in order to explain and extend children's learning experiences
- Prepare for Playgroup activities by reading the supporting material on the website. The Playgroup page is interactive and will provide useful information by clicking on the activities listed
- Encourage the parents to use the website to learn about the upcoming Playgroup experiences

- Share information about Playgroup experiences with parents so they can communicate with their child about these activities
- Inform parents about the learning outcomes achieved by their child/ren at Playgroup
- Encouraging parents to contribute when needed

- Model appropriate behavior and language
- Encouraging children to participate at mat time by modeling the appropriate behavior and joining in the activity with them
- Comforting distressed children quickly and sensitively

- Support each other in the management of children's inappropriate behavior by keeping an eye out for all children
- Assist any child in need
- Act supportively with other Carers in the spirit of team cooperation

- Ensure quietness during mat time/story-time
- Provide appropriate supervision at all times
- Ensure doors are closed at all times

- Comply with health and hygiene policies
 - Enter your name and each child's name in the attendance book. In the event of a fire or other critical incident it is vital to have this information
 - Do not leave children unsupervised in high chairs or when eating
 - Rinse and stack morning tea dishes
 - Wash tables and high chairs down when children finish morning tea
 - Clean away any spills and messes immediately
 - Assist in cleaning-up at the end of Playgroup
 - Deal with and report any injuries immediately
 - Be aware of the symptoms of common illnesses that can be cross infected – sick children do not belong at playgroup
 - Offer assistance to the playgroup coordinator and other carers when needed
 - Encouraging children to be involved in packing away toys and equipment by modeling
 - Participate in the evaluation of Playgroup experiences by providing comments to the Playgroup Coordinator regarding children's enjoyment, and interest in the activities provided
- Abide by the operating hours (8.45-10.00 am & 10.30-11.45 am)