



St John's Anglican Church

269 Roslyn Rd, Highton VIC 3216

Ph: 5243 3561

www.stjohnshighton.org.au



Information Handbook



Welcome to St John's

Welcome to St. John's Playgroup and mainly music. As a church, we love families and we aim to do all we can to encourage parents / carers and children to meet together, have fun and establish lasting relationships with each other and with God.

Our mid-week programs of Playgroup and mainly music specifically aim to:

- create a safe environment for children to have fun, learn, explore, play together and develop friendships.
- develop and nurture a sense of community among participating families.
- be welcoming to all.
- allow space and offer opportunities for families to get to know and take steps in actively considering God and his Son, Jesus.

Our groups are open to all, though we often have a waiting list for available places. We look forward to getting to know you and your children.

Statement of Commitment to Child Safe Standards

St Johns is committed to ministering to children, young people and vulnerable adults by providing an environment that is physically, emotionally and spiritually safe.

St Johns is committed to ensuring the safety and well being of all children and young people through providing a safe and supportive environment for them by following the following measures; recruitment processes, working with children checks, training, induction, supervision, reviews and risk assessment.

The following values reflect the culture that we are committed to promoting within St Johns: due diligence, integrity, duty of care, transparency, inclusivity and teamwork.

Join us on Sundays for church

Playgroup and mainly music are just one expression of our love for families and children getting to know one another and also our great God—who is clearly known in the person of Jesus.

On Sundays we gather at various times to sing and praise God, to learn about him from the Bible, to pray and worship God, and to respond to Him.

- 8am Traditional Anglican service, personable in style
- 10am **Family Service in a modern Anglican style**
- 5pm **Family service in a contemporary Anglican style**

Each Sunday at 10am and 5pm Kids Church operates for children with the aim of helping them know and love the very awesome Lord Jesus in ways that kids can understand and respond to. Our age-streamed groups include:

- Sparklers—Preschoolers aged 3-5 with some active under 3s
- Stargazers—Prep and Grade 1 school aged group
- Comets—Grade 2 and 3 children
- Meteors—Senior primary (Grades 4-6)
- Junior High schoolers (Yrs 7-9) also meet as a group at these times.

For more info ask Sarah and Andrea or one of the friendly St. John's folks. You'll also find out a little more from our website www.stjohnshighton.org.au.



Evacuation Procedure

Evacuation procedures are to commence if the Playgroup or mainly music leader decides the circumstances warrant evacuation or if directed by a St. John's Church staff member.

In case of emergency, follow the instructions of your group leader.

If evacuation is required:

1. **The Leader will immediately get everyone's attention.**
2. **Evacuate all adults and children via the nearest exit from the immediate danger area to Assembly Area (Roslyn Rd Carpark—at the far end away from the road). Retrieve the attendance book but only if safe to do so.**
3. **Leave in an orderly manner, do not collect any personal possessions.**
4. **There will be a leader who is the nominated Fire Warden. They will stay until everyone has left the playroom, if safe to do so. Fire Warden will check all areas including toilets, storerooms, kitchen. Doors to be closed after check.**
5. **Call the Fire Brigade on '000'.**
6. **Proceed to designated Assembly Area. Playgroup or mainly music leader to account for all adults and children using the Attendance Book.**
7. **Attack fire, only if safe to do so.**

The assembly area at St. John's Highton is the Roslyn Rd Carpark at the far end away from the road.



How Our Groups Work

All groups meet weekly during term time and follow a semi-structured program (see following pages for more information).

Our groups are co-ordinated and supported by a team of friendly volunteers from St John's, all of whom carry a current Working with Children Card, and are committed to the care and safety of children.

What We Ask of You

Please come prepared to participate—both in encouraging your child/children to positively interact with others, and also to contribute to building the Playgroup / mainly music community.

Relationships are valuable; please wear your name tag to help us all learn and remember each-other's names and welcome newbies.

Signing in each week is required. This helps in the unlikely event of an emergency, and assists the leaders to follow up families who are absent for a period with a friendly call to see if all is well.

If you have older children who are home from school due to illness, please do not bring them to Playgroup / mainly music. If your older child has a curriculum day and you would like to bring them, please speak to your group leader.

Nappy change facilities are available in the disabled toilet and parent room. In the interests of hygiene, please take dirty nappies home with you.

Grandparents or special friends are welcome to visit us and see your child participating in Playgroup / mainly music.

While we encourage you to build relationships, we don't consider our groups as the place to advertise business interests, or to sell fundraising products etc, we like to major on community.

Please urge your child to leave favourite toys at home / in the car, in order to avoid potential conflict or loss.

Please feel welcome to talk about God, to ask questions about Jesus, to explore what it means to be a Christian.

All About...



Playgroup

@ St John's

What to bring

A healthy snack for your child each week (eg fruit, cheese and biscuits, sandwich) plus a drink bottle.

There will be a roster for providing morning tea for the adults (eg, cake, biscuits, biscuits and dip). Hot drinks will be served at morning tea time. If you are unable to make it on your rostered day please arrange a swap. We maintain a nut-free environment. Please do not bring any food containing nuts or nut products for either your child or the adults morning tea.

What to expect

Each week there will be a craft activity available for your child to participate in. Please join in assisting your child as there are often small items or scissors being used, and this is a great bonding time.

At pack-up time, please place the toys in the correct containers and put them in the cupboards at the back of the hall or in the storeroom. The leaders will be on hand to help.

Because God is good to us, we love to thank God for our food at morning tea time, so we sing 'Grace' together.

During Circle Time we're aiming to encourage singing and sitting and listening to the story. Please join your child for this time together.

Terms 1 and 4 are sun safe terms. We ask that you put sunscreen on and bring hats for your children during these terms. During terms 2 & 3 outdoor play (on nice days) will require a coat and maybe a hat.

We look forward to giving every child a birthday gift and singing Happy Birthday to them at the Playgroup session closest to their birthday. We also celebrate and often give gifts at Easter, Mothers Day, Fathers Day and Christmas.

You are welcome (but not expected) to bring a cake for your child's birthday, please just avoid any foods containing nuts.

Child Illness Policy

Kids are great at catching and passing on lots of joy, and much more as well! There are obviously some illnesses we're glad not to share! Below is a list of common illnesses and infections that exclude a child from Playgroup / mainly music, until their condition is no longer contagious and they have enough energy to participate in program.

Even more detail available from Victorian Department of Health website <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Condition	Period of exclusion
Chicken pox	Exclude until all blisters have dried (at least 5 days after rash appears, but can be up to 2 weeks).
Conjunctivitis	Exclude until all discharge from eyes has stopped
Diarrhoea	Exclude until there has not been a loose bowel movement for 24 hours
Hand, Foot and Mouth Disease	Exclude until all blisters have dried
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed skin must be covered with a watertight dressing.
Influenza & Similar illnesses	Exclude until well
Measles	Exclude for at least 4 days after rash appears
Mumps	Exclude for 9 days, or until swelling goes down
Ringworm, Scabies, Headlice	Exclude until the day after appropriate treatment has commenced
Rubella (German Measles)	Exclude until well
Whooping Cough	Exclude for 21 days from onset of cough, or after 5 days of antibiotic treatment
Worms (intestinal)	Exclude until treatment has commenced and there has not been a loose bowel movement for 24 hours

Concerns or Queries

If at any time you have an issue you would like to discuss regarding any aspect of Playgroup/mainly music, please make a time to talk to your leader (not during a session) or call the St. John's office to arrange a meeting on 5243 3561.

Behaviour Policy: Nurturing Respect

At our church we love to help nurture respect, and so our general policy with kids is simply: respect each other, respect the equipment, and respect the importance of time together.

And in our experience this general policy helpfully conveys and covers behaviour expectations and we ask you to help us nurture this expectation with your children. In the rare occurrences where further action is needed, it is helpful to be more specific:

When misbehaviour is observed you should inform the parent of the child as soon as possible. The only time you should step in is to prevent injury of a child by picking up the child being hurt and taking them to their parent/carer.

Incidents happen to kids as they learn to get along. It is a normal experience to have kids learning about the inappropriateness of hitting, biting, kicking, pushing, throwing sand or toys,. We ask parents to step in and provide positive correction with their own child. In the unlikely event that a child is unresponsive to correction on a particular day, we'd ask parents to take the necessary next steps to maintain our safe happy play group.

Playgroup and mainly music leaders will never use physical discipline (smacking etc) on a child.

If you are looking to discipline your own child, please feel free to use the entry foyer or parent room as a suitably removed place.

Health and Safety

Unlike Kinders where accountability is given to leaders, at Playgroup / mainly music your children remain your responsibility at all times.

In case of injury, we have a basic first aid kit under the sink in the hall, larger kit in kitchen or ice pack in tall freezer. Please fill out an incident report in the book in the first aid kit.

Smoking is not permitted in the Playgroup / mainly music areas.

Details and costs for outings/excursions are communicated at the start of each term. Any Playgroup outings are to be paid for by parents (we try to limit these costs).

We also aim to organise a family/parent social event each term that we hope you will participate in, eg a mums supper at a leader's home.

Program

Playgroup sessions run each Wednesday morning during term time, from 10:00 - 11:30am. Our morning routine looks like this:

10:00 arrive, free play and craft activity.

10:50 pack up toys and equipment.

11:00 morning tea time.

11:15 Circle time (singing and story time).

11:30 announcements and finish.

Fees

Playgroup fees are set at \$20 per family per term, payable by the third week of term please. If financial assistance is required please speak to one of the Playgroup leaders.

If you would like further information please contact:

Sarah Perrin on: s.perrin@me.com or ph 0417 627 045.

Great to have you at Playgroup!



All About...

What to expect

Each Friday morning together 10:00am to 11:30am includes music, morning tea and free play.

Each term we introduce a new set of songs often around a theme (Beach, Transport, Farm animals etc). We use instruments like shakers and we sing / say nursery rhymes and use our bodies to dance and move. As we aim to facilitate involvement between parents/carers and children, so we encourage adults to sing and dance and move with their children.

Morning tea is provided for both parents and children. Children are served some fruit, tiny teddies and water. Adults are served a home made morning tea with a cup of tea or coffee.

Once a term we take our mm session to the nearby Opal South Valley nursing home as a way of continuing connections with the older generation in our community.

Because we value relationships, each term we aim to organise a Mums social night, as well as marking each child's birthday with a gift and by singing Happy Birthday to them. We also celebrate and sometimes give gifts at Easter, Mothers & Fathers Days and Christmas,



Program

mainly music meets on Friday mornings during term time from 10:00 - 11:00am. The morning is structured as follows:

- 10:00** mainly music program begins.
- 10:30** announcements and gift giving
- 10:35** morning tea time and free play
- 11:00** finish time (formally speaking).

Fees

Fees for mainly music (based on \$6 per family per week) are typically \$54 or \$60 per term depending on the number of weeks. Fees will be collected at the welcome table and are payable by the third week of term. If you require any financial assistance please speak to a leader on the welcome table.

Further Information

For any aspect of mainly music at St. John's, please contact our mm coordinator, Andrea Paulin, via the following: andreaepaulin@gmail.com or 0449 287 488 or via the St. John's office 5243 3561. Great to have you at mainly music!

