



Rockingham Montessori School Incorporated  
ABN: 68 115 270 695

**POLICY TITLE: Playgroup Policy**

**BOARD APPROVAL DATE: 18 May 2010**

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE:**

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**OVERVIEW**

Rockingham Montessori School aims to provide a playgroup for children where they receive an introduction to the Montessori philosophy by encouraging and promoting independence through:

1. enjoyable, meaningful activities of everyday life;
2. play;
3. and discovery.

In line with the Montessori philosophy, which considers the needs of the whole child, the approach at playgroup is holistic, seeking to foster each child's social, intellectual, physical and spiritual development.

**GUIDELINES**

**Age of Commencement**

Playgroup welcomes all children from the community aged 9 months to 3 years of age. Younger siblings of children attending playgroup are also welcome.

**Parent:child ratio**

Montessori playgroup requires parents to actively support and engage with their child. It is recommended that each child be accompanied by a parent. However, it is acceptable for siblings to be attended by a single parent. It is at the playgroup coordinator's discretion to advise parents attending with more than one child if it is necessary for a second guardian to attend.

**Transitioning to Cycle 1**

Once a child turns 3 years of age, they will be assessed by a Cycle 1 teacher for transitioning to Cycle 1. Children continuing within the School and transitioning into Cycle 1 may continue to attend the playgroup until a place becomes available, even if this child is older than 3 years. The playgroup

coordinator will not fill a transitioning child's place until the Cycle One Education Coordinator confirms the acceptance of that child into Cycle 1.

### **Size of Playgroup**

Numbers for playgroup are currently capped at 15 children per session.

### **Playgroup fees**

Playgroup fees are invoiced every term.

Invoices are posted to enrolled families at the beginning of each term holiday period and must be paid in full by the commencement of term. Please note that playgroup operates a waitlist and unless you pay your account by the specified due date we will assume that you no longer wish to attend and your place will be offered to the next waitlisted family.

For children joining playgroup midway through a term, if the child commences on or before week four, full playgroup fees apply. From week five, fees will be charged as the casual rate ie. \$10 per session. The total number of weeks remaining will be calculated and the family will be invoiced the full amount owing.

There are no discounts or refunds for missed playgroup classes including public holidays. Refunds for classes missed due to illness will only be given in exceptional cases, at the discretion of the playgroup coordinator, and on receipt of a medical certificate.

Transitioning children will be required to pay a full terms fees and will be discounted pro-rata for the sessions they do not attend once the child enters Cycle 1. Parents of transitioning children will be required to sign the 'Transitioning Children Sign In' book weekly to assist with tracking playgroup attendance for these children.

### **Playgroup WA Membership Insurance**

This is a compulsory fee giving a membership to Playgroup WA (inc) and is transferable to all playgroups. This fee is only paid once per year. For insurance purposes, it is essential that the fee is paid prior to a child attending playgroup.

### **Enrolments to Playgroup**

Each child must complete an application form and submit it to the office along with their immunisation documents. The child is then placed on the waitlist (if applicable).

The child is placed on the waitlist according to the selection criteria stated in the Schools Enrolment Policy.

Preference **WILL** be given to children who are :

- currently enrolled for RMS Cycle 1
- siblings of enrolled children attending the school.

### **Healthy Snack**

Each child is encouraged to bring a piece of fruit or vegetable which is shared by the group during the session. All foods received should comply with the Schools Healthy Eating Policy.

### **Birthdays**

On the occasion of a birthday, parents are encouraged to bring a fruit platter to share with the children. This is in accordance with our Healthy Eating Policy.

### **Allergies**

Please see the Schools Child Health Policy, Allergy Policy and Healthy Eating Policy.

### **Discipline**

Montessori holds the belief of 'No rewards and No punishment' and respect to the child. Each child attending requires the close supervision of one adult at all times. If parents have more than one child attending it is encouraged that they have a friend or relative to assist with supervision.

The major principles of the Montessori philosophy are grace, courtesy and respect for all people and the environment. Providing a positive example with our own behavior, will ensure children show good manners and respect for the wellbeing of individuals and the RMS community. Physical and verbal violence is unacceptable.

### **Mobile Phones**

Mobile phones are to be turned off or on silent alert during playgroup. If a call must be answered, then please do so outside the playgroup. Preferably phones are to be answered out the front of the school as to avoid disruption to other classrooms.

### **Toilets**

Children attending playgroup may use the staff toilet adjacent to the kitchen. A change table is provided in the playgroup room. Soiled nappies must be placed in a nappy sack bag and disposed of in the green bins situated at the side of the school or taken out of the school. No nappies are to be disposed of in the school under the Health Act.

### **Illness and Infectious Diseases**

Parents are discouraged from attending playgroup if their child is unwell. The playgroup coordinator reserves the right to exclude children from playgroup who demonstrate signs or symptoms consistent with an infectious disease, as per the Schools Infectious and Communicable Diseases Policy.

**RELATED AND SOURCE DOCUMENTS:**

1. Healthy Eating Policy
2. Fee Policy and Schedule
3. Infectious and Communicable Diseases Policy
4. Child Health Policy
5. Allergy Policy
6. Enrolment Policy