



Starting playgroups in aged care facilities

Background

Playgroup Victoria is the state’s peak body for playgroups, committed since it first began in 1974 to providing all Victorian families with access to a playgroup that best suits their needs.

Most families go to community playgroups. Families not attending community playgroups are increasingly gaining access to playgroup through supported playgroup programs.

Starting playgroups in aged care facilities draws on ‘Evaluation of an Intergenerational Playgroup in a Residential Aged Care Facility’, a research paper published in April 2010 by the National Ageing Research Institute (NARI) into a 16-week intergenerational playgroup pilot started at Percy Baxter Lodges, North Geelong, in September 2009. This intergenerational playgroup pilot project was funded under ‘Count us in! social inclusion for older people living at public sector residential aged care services’, an initiative of the Victorian Government Department of Health’s Aged Care Branch.

Drawn on as well are the experiences of Bupa Bellarine Treasures Playgroup, a Victorian intergenerational playgroup started three years ago.

Information on playgroup comes from Playgroup Victoria learnings gained over the last 36 years.



Starting playgroups in aged care facilities

© Playgroup Victoria Inc 2010.

Starting playgroups in aged care facilities is a guide only. For friendly help on any playgroup matter please call Playgroup Victoria toll free on 1800 171 882 or visit www.playgroup.org.au.

Contents

About playgroup	5
Playgroups in aged care facilities: the pilot project experience	6
The Bupa Bellarine Treasures Playgroup experience	10
Value of play.....	15
Value of playgroup	16
Starting a playgroup at an aged care facility.....	18
Structure of a playgroup session	21
Things to do at playgroup	22
Safety.....	24
Developing playgroup guidelines	26
Sample playgroup guidelines	27
Developing a playgroup plan	28
Sample playgroup plan	29
Join Playgroup Victoria	31



About playgroup

Some 50,000 children from 40,000 families go to playgroup each week in Victoria at community venues such as maternal and child health centres, kindergartens, halls, churches, community centres, schools and aged care facilities.

Playgroups are for babies, toddlers and preschoolers and their parents or caregivers and are informal, low cost and run by the parents and caregivers in them.

Parents stay with their children at playgroup. This gives them the chance to meet other people going through similar experiences and ease the isolation that can come with caring for young children.

Many playgroups evolve from new parent groups begun at local maternal and child health centres. Some playgroups are started by families with particular interests and needs. Examples of these include Koorie, German and Dutch playgroups; grandparent, Steiner, Montessori, teenage mother and organic gardening playgroups, and playgroups formed by families whose children are hearing impaired, visually impaired, have an autism spectrum disorder or have developmental delay.

Every playgroup is as different as the families attending.

Children who go to playgroup explore new play experiences, make new friends, gain self-confidence and develop physically, socially, emotionally and intellectually with their parent close by to offer support.

Most families go to community playgroups. Community playgroups are local, run by parents attending and are usually two hours a week during school term.

Families not attending community playgroups are increasingly gaining access to playgroup through Playgroup Victoria's supported playgroup programs. Supported playgroups are facilitated and target families with high needs.

Morning playgroups are preferred by some families so children can have a nap in the afternoon; afternoon playgroups are preferred by others without older children needing to be picked up from school. Some playgroups run on weekends to suit working parents.

Playgroup Victoria helps families find a playgroup that suit their needs and offers resources to make their playgroup experience a rich one.

Playgroups in aged care facilities: the pilot project experience

Playgroups connect families with other families and their young children. When playgroups are at an aged care facility a third generation is brought into the equation: older adults.

Older adults make up an increasing proportion of the population and live in residential aged care when their care needs prevent them from living in their own homes. Over the past decade the number of older adults in care has risen and for them, social exclusion - the experience of being cut off from participating in society - can be an issue.

Playgroups in aged care facilities offer older adults in residential care a form of community engagement and at the same time help ease the ever present demand from families for playgroup venues.

Intergenerational playgroup pilot project

In September 2009, a Victorian Government funded playgroup project was begun by Playgroup Victoria at Percy Baxter Lodges, a low care aged care facility in North Geelong. Two facilitators were engaged to support the playgroup: a lifestyle officer from Percy Baxter Lodges and a playgroup facilitator from the City of Greater Geelong. Twelve families and 15 residents were recruited. The National Ageing Research Institute (NARI) was engaged to evaluate the project.

The playgroup met every Tuesday from 9.30-11 am in a room at the facility with access to an enclosed outdoor area with grass, paths and gardens.

Playgroup Victoria engaged the playgroup facilitator to plan and provide a variety of activities and help develop and run the playgroup from the parent and child's perspective. Percy Baxter Lodges appointed the facility's lifestyle officer to help develop and run the playgroup from the facility's perspective. Both the lifestyle officer and playgroup facilitator attended each playgroup session and set up, facilitated activities, monitored interactions, ensured safety and helped pack up.

The facility provided a morning tea of a fruit platter, juice and water for residents, parents and children. Those who wanted a hot drink either went to an area away from the children to drink it or had their hot drink after playgroup to minimise the risk of burns and scalds.

Notes were completed by each staff member at the end of each session. Residents, families and staff were surveyed at the start and end of the project.



What residents said about the playgroup

Some residents were apprehensive about having a playgroup at the facility and in early surveys said an aged care facility was not the place for children, that “kids would be running wild”. Once the playgroup began, however, their perceptions changed and some expressed surprise at how well children behaved.

“It has been lovely to feel you are allowed to talk to children. I often feel hesitant to talk to children in the street because of parent’s apprehension,” one resident said.

“You can help them do finger painting and help them draw and sit and talk... and we all get a cuddle and a nurse,” said another resident.

A mother’s experience

Angelina (4yrs) and I have been attending the intergenerational playgroup at Percy Baxter Lodges for nearly one year now.

The initial reason I wanted to attend this special playgroup was so that Angelina would become comfortable with elderly people.

In our home life we don’t have any contact with people in wheelchairs, or who walk very slowly with aids with face and hands so wrinkled. The first time my older son met a 90 year old lady he screamed with fear which, I realised, was not right. This playgroup gives us the environment where old and young can be together in a natural way - without kids being scared of the wrinkles.



Angelina and Eddie

Angelina loves attending this playgroup because she gets a lot of warm attention. The residents stay alongside her quietly and kindly watching over her.

Previously I tried to fit in many activities like swimming and music to stimulate Angelina. I didn’t realise sometimes all she needs is someone just sitting beside her who listens and talks

to her patiently. She enjoys being in such a peaceful environment. She especially likes to play with Eddie outdoors.

Angelina and I are overwhelmed with the welcome we receive and how much the residents look forward to seeing us. As a ritual Lally, a resident, receives a playdough cupcake from Angelina. Angelina loves preparing it and Lally is overjoyed. It warms our hearts feeling how much we are appreciated just being there once a week. As an overtired mum this gives me positive energy. We are grateful for the opportunity to attend this playgroup as we get so much from attending.

This playgroup is positive for the residents AND for the young families. Angelina and I learn a lot and it makes us feel good.

Leri Taoka

“I didn’t realise that sometimes all she needs is someone just sitting beside her who listens and talks to her patiently.”

What staff said

Notes written after each session by the playgroup’s lifestyle officer and facilitator revealed that interactions and participation in the playgroup changed as participants became more familiar with each other.

As time went by, residents arrived earlier and earlier each week, awaiting the children’s arrival. One resident helped set up, pack away, sweep paths and look after the sandpit. Parents became more involved with the residents.

Residents were initially reserved, stepping back and observing the children at play. But each week residents started talking, laughing and becoming more confident within themselves. Over time, children behaved differently with residents and saw walking frames, wheelchairs and walking sticks as normal. Children slowed down and walked at residents’ pace.



Some playgroup essentials

- ✓ Name tags for staff, residents, parents and children
- ✓ Clearly labelled storage crates so families and residents can help pack up
- ✓ Musical instruments for group time
- ✓ Equipment residents can relate to e.g. threading cotton reels, cars, puzzles
- ✓ Light weight tables and chairs
- ✓ Guidelines around residents’ morning tea as this is an expected event
- ✓ Outings
- ✓ Walking frames, wheelchairs, walking sticks remain within access of residents

Accepting everyone

Culture, religion, gender, age and background influence how parents raise children. They are their child’s first and most influential teacher and even very young children pick up their parents’ acceptance or non acceptance of people.

Playgroups give parents an opportunity to positively role model acceptance and help their children understand why others look, speak or act the way they do.

At an intergenerational playgroup the lifestyle officer and playgroup facilitator will assist to promote an understanding of the needs of the three generations.

The Bupa Bellarine Treasures Playgroup experience

Bupa Bellarine is an aged care facility based on the Eden alternative which promotes an environment where life revolves around continuing contact with plants, animals and children. Three years ago it started a playgroup with assistance from Playgroup Victoria and although numbers have ebbed and flowed, the playgroup is now a consistent group of 10 mothers, children aged from newborn to three years and residents with a mix of high and low needs.

Residents plan and prepare playgroup activities. They have written stories to read to the children, made decorations, planned games and songs, made piñatas and cooked novelty birthday cakes. They made a fairy garden and launched it with the playgroup - children came dressed as fairies and elves and ate fairy bread and cakes.

The playgroup uses different lounges and outdoor space according to the day's activity – it could be the main lounge, with or without the child gates, front garden, deck or kitchenette.

Asked in a survey in 2007 how they felt about continuing the playgroup, 96% of residents, families and staff had an affirmative response.

*Case studies supplied by Heather McKibbin,
General Manager, Bupa Bellarine*

The effect on residents: some case studies

Enid likes to read to the children. When she reads a story the residents wrote about Happy the Rabbit and comes to the part about Happy eating lettuce and carrots, she stops to ad lib about the benefits of eating vegetables.

Carmel is a triple certificated registered nurse, is proud of her qualifications and largely keeps to herself. On playgroup days she comes to hold a baby and talk to the mothers. She asks questions about their progress and appears to be quietly monitoring these children.

Joan was a matron and says playgroup is the best day of the week. She knows all the children's names and the mothers are known as "Sienna's mother" or "Lily's mother". She corrects the mothers if she thinks they are wrong but the children can do no wrong. She plays a key role in ensuring the children share and pack up toys and makes sure no one trips on toys.

Graeme feels he is the one who taught Tyler to 'Hi Five' and is convinced he will become a cricket champion.

Rebecca had dementia and was either constantly wandering or feeling flat and sad – except when playgroup was on. Then she became 100% involved and would sing and dance for the babies. She talked happily and stayed focussed the whole of playgroup.





A mother's experience

Helen Mainwaring (pictured far left) has been part of Bupa Bellarine Treasures Playgroup since it first began over three years ago. Here is her story.

As a new mother's group with babies only weeks old we were offered the opportunity to hold our weekly playgroup session at an aged care facility. The typical thoughts of a cold sterile environment entered many of the mums' minds but most of us thought we would give it a go.

We were welcomed with open arms and smiling faces. The Monday night craft group had even sewn a beautiful quilt for the babies to roll around on in their early stages of play (see page 11).

The joy that Thursday afternoons bring to the residents, children and all concerned is worth all the effort. It is certainly not everyone's cup of tea but if those involved have the right attitude, persistence and determination, playgroup can and will work.

Each week our children play, sing and craft their way through the afternoon session while the



residents sing along, help the children or simply watch on and smile.

As our children have grown, so too have the relationships between the residents, parents and children. One resident has been a part of my daughter's life now for 3½ years and each week makes her way to the lounge area to greet the children. Over time she has splashed her feet in the red jelly bath and cuddled up with

the newborn babes. When she herself had hurt her legs my little miss reassured her with: "Don't worry, they'll get better soon".

We have been very lucky along the way with a fantastic facility, a large space with indoor and outdoor play areas and caring staff to assist us. Whether it is an organised activity or relaxed unstructured play, each week we have a recreational staff member helping us along the way. These staff members organise various events for the residents and children and on non playgroup days, residents might create birthday cakes for the next children's party, piñatas full of goodies or plan the next seniors' week celebration to include the children.

As a mum involved from the beginning I am proud to be part of this concept. The love, fun, laughter and friendships created along the way are priceless. As we approach the next stage with kinder and school I hope the strong foundations we have all created at our playgroup continue and grow stronger as new children join the group, siblings are born and the future of Bupa Bellarine Treasures Playgroup unfolds.

"As a mum involved from the beginning I am proud to be a part of this concept. The love, fun, laughter and friendships created along the way are priceless."



Value of play

When children play they develop language, relationships, use their imagination, explore, experiment, learn, practise new skills and express ideas and emotions.

Play is essential for children to reach their potential and needs space, time and involves taking some risks. Play allows children to make sense of their world.

When they play, children get satisfaction from doing things their own way, use their own ideas and make their own decisions.

Research into early brain development shows that playgroup-aged children are at a stage of rapid brain development. At birth, the brain contains about 100 billion brain cells. By age three, close to one thousand trillion connections have been formed. Connections used repeatedly during the early years become the foundation for the brain's function.

All children have their different learning preferences. It might be through words, music or using their bodies. It could be from being alone, in a group, with numbers or through nature or pictures.

All these different learning preferences can be catered for at playgroup by offering a variety of play experiences that include:



- 
 Sounds, rhymes, songs, instruments, dancing
- 
 Construction, pictures, crafts, patterns
- 
 Solitary and self directed play
- 
 Exploration of sand, water, gardens, seasons, animals
- 
 Group time, cooperating, taking turns, sharing
- 
 Using small and large muscles, active play
- 
 Words, books, language, stories
- 
 Exploring objects and concepts .

Value of playgroup

Benefits to children

- Socialise with other children, other parents and older adults
- Learn to play cooperatively through music, group singing, free play and snack time
- Develop communication skills through contact with other children and adults
- Develop fine and gross motor skills
- Develop and improve body control, hand-eye coordination, spatial awareness and balance when playing with balls, sand, blocks, puzzles, playdough, paint and paste
- Discover shape, size, texture, quantity and consistency when exploring sensory play with dough, clay, slime, water and sand
- Learn to recognise colours and express emotions by experimenting with paint, collage, chalk, crayons and stamps
- Extend their experience of literacy in a social environment
- Thrive in a nurturing environment with their parent close by
- Have people available who dote on their every move

Benefits to parents

- Find out about other people's parenting experiences
- Find out about local health care services
- Get some aged care myths dispelled
- Consider activities that residents could participate in
- Mix with older adults who genuinely care about and look forward to seeing their children
- Feel valued as a parent
- Make new friends
- Be in a relaxed environment

"Getting older seemed to me as getting disabled but it's wrong. Even though many residents have walking frames or wheelchairs, these things aren't so important. We learned to see the kindness and love of these elderly people. We don't look anymore at what they cannot do. We look how warm and happy they are. We really gained a fantastic lesson changing our view towards older people and an aged care facility." (Parent)

Evaluation of an Intergenerational Playgroup in a Residential Aged Care Facility

Benefits to residents

- Social inclusion
- Enjoyment from interacting with the children and parents
- Another reason to talk and laugh
- The chance to recall memories from their own parenting or childhood days and to understand parenting today
- A meaningful activity can occur no matter how active a role a resident takes on e.g. observing the children arrive or helping to set up the equipment
- Outings with parents and children to places in the community
- Helps residents keep active

"A well designed intergenerational playgroup would respect residents need for a sense of safety, security, order, dignity (including the absence of infantilising treatment), privacy and would acknowledge the individuality of residents."

Evaluation of an Intergenerational Playgroup in a Residential Aged Care Facility



Starting a playgroup at an aged care facility



Aged care facilities with an appropriate, available room and some outdoor space are ideal venues for playgroup.

Finding participants

For a playgroup to happen in an aged care facility, there needs to be interest from residents and interest from 3-5 families with babies to preschool aged children. Then, a decision needs to be made about which model of playgroup will work best: one with a paid playgroup facilitator and a lifestyle officer from the facility, or one where families run the playgroup with a voluntary playgroup facilitator and the facility's lifestyle officer.

Families were found for the Percy Baxter Lodges playgroup pilot after the City of Greater Geelong's Family Services team invited families new to the area and from an established playgroup to attend. But, finding these families was more difficult than anticipated.

To recruit residents, an enthusiastic resident was encouraged to chat with other residents about it, flyers were put up on noticeboards, an article was included in the resident newsletter, and the facility's lifestyle officer discussed it with residents at other activities.

To help you find families, Playgroup Victoria can put a notice on its website and refer interested families to your new playgroup.

Get off to a good start

Check if your facility has adequate insurance cover to accommodate a playgroup. Playgroup Victoria provides insurance to its members.

Check if the playgroup will have access to:

- suitable storage
- an enclosed outside play space with shade and chairs for residents
- an uncluttered space inside and time to use it that does not intrude on other residents
- toilets and a kitchen
- a bus to transport residents for outings, any related costs and licensing requirements.

Think about transport families might use to get to outings.

Consider the need of residents to have easy access to their wheelchairs, walking frames and walking sticks during a playgroup session.

Consider using child height tables and chairs to give children easy access to activities.

Decide when playgroup will be held and if it will run in school holidays. Consider having playgroup at the same time each week to fit in with the residents' busy schedule.

Promote the playgroup. Contact local media to get the word out into the community. Create interest within the facility by putting up a playgroup sign or some playgroup artwork to remind residents of the playgroup and provide something tangible other residents can see.

Form a working group of staff, residents and parents to develop playgroup objectives, guidelines and procedures so everyone is clear on where responsibilities lie. Have a system for effective communication particularly related to safety at playgroup.

Consider how the playgroup will deal with the decline or passing away of residents.

See samples on page 27 and page 29.

"When Frank went into palliative care a few of us mums chose to visit him with our children. It was a really good thing to do and something I'll never forget."

Helen Mainwaring, mother, Bupa Treasures Playgroup

Lifestyle officer and playgroup facilitator

Playgroups at aged care facilities require the active participation of someone communicating residents' needs and someone communicating families needs.

This can be done most successfully by appointing a lifestyle officer and a paid or volunteer playgroup facilitator to encourage best practice and understand and communicate the needs of residents and families. Playgroup Victoria offers training in facilitating intergenerational playgroups.

The responsibilities of both these positions need to be clearly defined.

Lifestyle officer responsibilities: suggestions

- Connect residents to the playgroup
- Maintain safety of residents
- Ensure residents' needs are met
- Negotiate use of the facility
- Connect with management and staff at the facility
- Arrange onsite equipment storage
- Understand playgroup facilitator's role
- Work cooperatively with the playgroup facilitator
- Organise transport for residents for excursions
- Promote playgroup

Playgroup facilitator responsibilities: suggestions

- Connect with families
- Set up and pack away equipment
- Plan play activities
- Keep records (attendance, accident and injuries)
- Collect and bank fees (if any)
- Organise excursions
- Transport of families for excursions
- Promote playgroup
- Understand lifestyle officer's role
- Work cooperatively with the lifestyle officer



Structure of a playgroup session

Most playgroups at aged care facilities meet weekly for 1½ hours with time for:

- setting up
- children and adults to play and chat
- snack time
- more free play
- short group time
- cleaning up.

Offer simple, open ended experiences that follow children's interests and enough materials for several children to use at the same time – e.g. balls, puppets, crayons, paper, puppets, spades. See page 22 for a sample of playgroup activities.

Setting up for smooth running playgroups

Smooth running playgroups are not over crowded and have predictable routines so everyone knows when certain things happen (e.g. everyone might sing a goodbye song before they go) and children have time and space to experiment and explore.

Everyone benefits if children have the opportunity to burn off energy in short play times outside on even the coldest days.

Playgroup layout

The playgroup layout can affect how smoothly a session runs and reduce the risk of accidents and conflict.

- Babies need a space separate from the more boisterous activities of older children. This separate space could be created by putting a few baby toys on a baby quilt in a corner of the room and surrounding the quilt with soft cushions.
- A big comfortable chair near picture books can define space for a quiet reading area.
- Big cushions can be positioned to break up an open area and prevent children from running the length of the room.
- Messy play can be set up close to a hand basin, in a wet area or with a tarpaulin spread underneath to make cleaning up easier.

Things to do at playgroup

Playgroup Victoria offers members more than 100 A to Z playsheets of play ideas to use at playgroup which can be accessed at www.playgroup.org.au. Titles include Animals, Autumn, Balls, Dolls, Cubbies, Excursions and lots more. There are play ideas for every season.

During the Percy Baxter Lodges playgroup pilot project residents thoroughly enjoyed outings to Geelong's Botanical Garden and the carousel. Other ideal outings could be to parks, gardens, special events and the library.

A variety of activities were provided each week by the playgroup facilitator. Here is a sample of some of the activity combinations offered.



WEEK 1

- Handprints
- Bubbles
- Name tags
- Baby toys
- Skittles, jigsaws
- Playdough, toy animals and farm
- Balls, toy golf clubs, bikes
- Story (My Mummy Loves Me)
- Songs (Twinkle Twinkle, Peter Rabbit)

1

WEEK 6

- Sandpit, bikes
- Animal stamps, pasting animal shapes
- Farm Duplo
- Baby toys
- Fishing game
- Songs

6

WEEK 3

- Outside: sandpit and sand toys, large balls, toy golf clubs, water in cubes with toy sea animals
- Inside: pasting onto coloured card, crayons on coloured card, threading cotton reels, tea set with plastic food, Duplo farm, paper with textas and animal stickers

3

WEEK 8

- Sandpit and trucks
- Painting onto large paper
- Fishing game
- Playdough and farm animals
- Chalk drawing on path
- Books and baby toys on rug
- Reading and songs
- Face paint crayons

8

WEEK 11

- Christmas tree kites, stickers
- Threading Christmas cards
- Families made Christmas cards for residents

11

WEEK 14

- Bean bags to throw into boxes
- Toy lizards in a sand container with leaves
- Water container, plastic toy sea creatures and shells
- Playdough and zoo animals

14



Safety

Minimise the risk of an accident by regularly checking indoor and outdoor areas that will be used during playgroup for possible hazards and remove, repair or replace them.

Image courtesy MFB



If risks cannot be removed, use fences, gates, barriers, guards, doors, covers, locks, child restraint containers and cupboards to restrict areas. Restrict access to areas at your aged care facility that are inappropriate for very young children.

Encourage families arriving for playgroup to keep doors closed to prevent children from wandering around the facility.

Consider whether your facility's car park is safe for young children. Would street parking with children existing and entering

the car from the kerb side of the vehicle make them more visible to other drivers arriving and leaving?

Be prepared

- ✓ Keep dangerous objects at least 1.5m above floor level and remove anything a young child could climb on to get to that height.
- ✓ Ensure catches on gates and doors are more than 1.5m high.
- ✓ Make gates self-closing and self-locking.
- ✓ Display an emergency action plan and emergency telephone numbers prominently.
- ✓ Plan ahead how an adult or child would be transported in an emergency.
- ✓ Ask families to sign in and out in an attendance book each week – a quick way to see who is present if there is an emergency.
- ✓ Have a well stocked first aid kit.
- ✓ Record details in an accident and incident book straight away – important if an insurance claim is made.

SunSmart playgroups

SunSmart playgroups use a combination of the below five sun protection measures from September to April when UV radiation is most intense in Victoria, particularly from 10am-2pm (11am-3pm daylight savings time) when UV levels reach their peak.

Shade Children's play is set up in shade and children are encouraged to play in shady areas.

Sun protective clothing Children and adults wear sun protective clothing that covers as much skin as possible.

Sun protective hats Children and adults wear hats that protect face, neck and ears e.g. legionnaire, broad-brimmed or bucket hats (baseball caps do not offer enough protection).

Sunglasses (suggested) Children and adults wear close fitting, wrap around sunglasses that meet Australian Standard 1067 (sunglasses: Category 2, 3 or 4) and cover as much eye area as possible.

Sunscreen Children and adults apply SPF 30+ broad spectrum water resistant sunscreen at least 20 minutes before going outside and reapply it every two hours if still outside.



Developing playgroup guidelines

Developing procedures can take the angst out of any playgroup and help everyone involved know what is expected.

Having printed playgroup procedures or guidelines available to give to newcomers helps them settle in and understand how the group operates.

Think about what will happen to equipment purchased by a playgroup if the playgroup closes or its members move on. Will they take it with them to another venue? Was equipment donated?

Playgroup Victoria Five Star Playgroup training modules help members develop guidelines and policies together that promote best practice for groups to put into action. Module 4, *Take Responsibility and Work Together*, could be particularly helpful.

Contact Playgroup Victoria to find out more.



PLAYGROUP GUIDELINES **SAMPLE**

We, *(insert name of playgroup)*, agree to abide by the following guidelines:

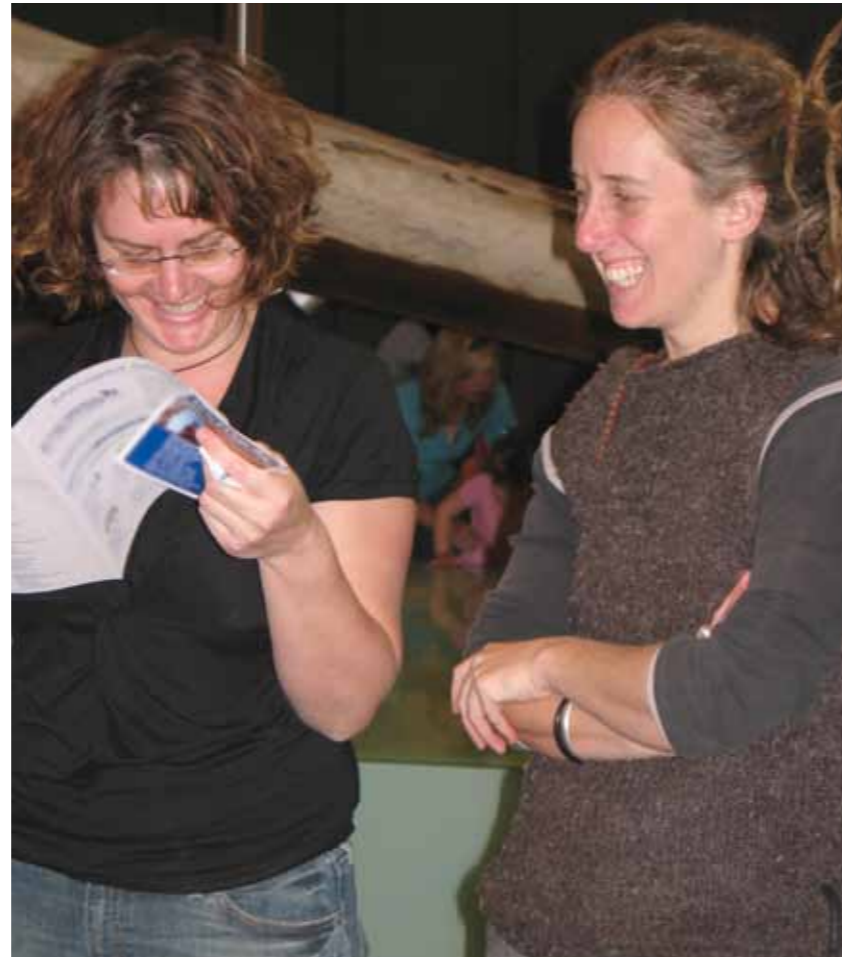
- Parents are responsible for each child they bring to playgroup.
- No smoking is permitted in this aged care facility or surrounding grounds.
- All damage caused by the playgroup to the buildings, furniture, equipment or fittings will be reported immediately and repaired or paid for by: _____
- Common/shared equipment is: _____

- The following storage space has been allocated for playgroup

- The number (including children) at one playgroup session shall not exceed _____
- The fee for each term will be \$ _____ payable on *(term dates)*.
This fee will cover _____
This fee will exclude _____
- Playgroup will have access to *(insert name of aged care facility)* from *(insert time)*.... to...*(insert time)*.... on...*(insert day)*

Developing a playgroup plan

Playgroups work well when all parties are clear about their responsibilities. Having clear objectives is a good start. The playgroup plan opposite is provided for you to modify to suit your needs and includes playgroup objectives developed by Bupa Treasures Playgroup and a Playgroup Victoria checklist .



PLAYGROUP PLAN

SAMPLE

Playgroup objectives *(with thanks to Bupa Bellarine Treasurers Playgroup)*

- To provide residents with meaningful and continuing contact with babies and children
- To provide mothers and babies with 'grandparents'
- To have fun, laughter and lay down great memories together
- To provide babies and children with an opportunity to play and learn in a safe and happy environment

Checklist

It is clearly understood that parents:

- Are responsible for children they bring to playgroup
- Are aware of their duty of care responsibilities
- Are aware they share the aged care facility with residents and are respectful of their needs

A system is in place to:

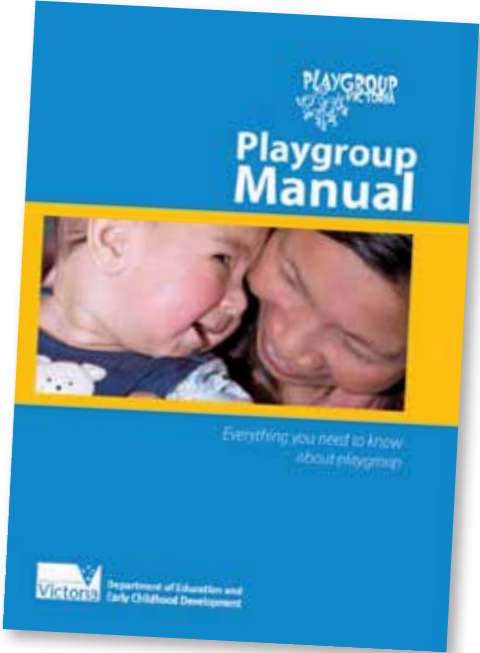
- Ensure insurance covers everyone attending the playgroup
- The area has been checked and any safety hazards removed before families arrive
- Set up activities
- Clean up at the end of a session
- Maintain play equipment
- Store equipment
- Keep storage area functional and safe
- Prepare and clean up after snack time
- Address concerns
- Keep attendance, accident and injury records
- Ensure an inventory of play equipment is regularly updated



Join Playgroup Victoria

Playgroup Victoria offers a range of membership options to suit different needs. All members receive access to:

- Friendly telephone help
- ABC discount/membership card
- Online resources
- *Playgroup Manual*
- *Totline* magazine
- *ePlaygroup News*
- A to Z playsheets
- Five Star Playgroup training correspondence course
- Training workshops/intergenerational training





346 Albert St, Brunswick, 3056

t: toll free on **1800 171 882**

e: pgvic@playgroup.org.au

www.playgroup.org.au

ABN: 13 094 186 877