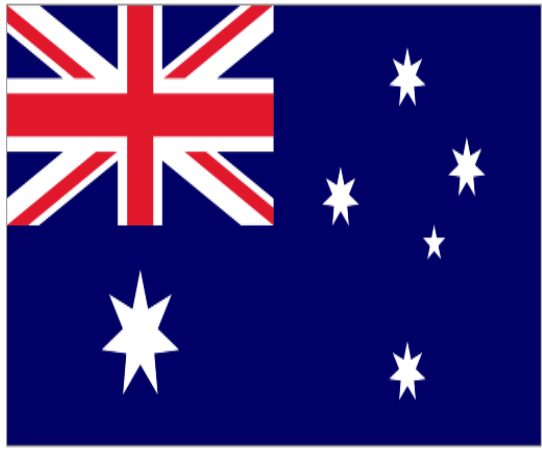


German Australian Playschool (GAP)  
Deutsche-Australischer Kindergarten



## Volunteer Parent Guide



Date: February 2007

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## Welcome

Thank you for enrolling your child in the GAP for 2007. This handbook sets out the roles and responsibilities of our parent volunteers.

As a community group we would not be able to offer the high level of care and learning that we all wish for our children if it wasn't for the input of all our parents.

If you wish to volunteer any services please contact the Secretary (contact details on the back page).

We have a volunteer roster for our daily tasks. Please contact our Volunteer Roster Co-ordinator if you need to change your shift.

On behalf of the staff and the Committee, we thank you for your support and wish you and your child a wonderful stay at the German Australian Playschool.



## **Screening of volunteers who work with the children**

All our parent volunteers who will be working with the children will be required to provide two character references. These references will be contacted and written answers to the questions they are asked will be held by the Committee. The questions that we will ask your referees are at the back of this guide. They are designed to keep our students as safe as possible.

## **What is expected of a classroom volunteer parent?**

The classroom volunteer's role is to assist the Teacher, to supervise activities and clean the room after the session; or to take over for the Assistant Teacher in his/her absence.

To maximise the children's exposure to the German language preference will be given to native German speakers as classroom volunteers. There are many non-classroom areas, such as preparation and administration, where we need English speaking volunteers.

Parents on classroom duty should arrive 15 minutes early to help the Teacher set up for the session and remain 15 minutes after to help clean up. Parents on non-classroom duty should intend to stay 15 minutes after the session, as bathroom basins, kitchen sink and benches, tables, toilets and floors must be thoroughly cleaned, and toys put away.

Roster shifts may be swapped, but it is important to notify the Volunteer Roster Coordinator of any changes.

During a normal Playschool, a classroom parent volunteer can be expected to undertake the following tasks:

- Provide comprehensive German conversation during the day while supervising the children.
- Help foster high self-esteem in the children, by assisting them in a supportive way to complete the day's activities and crafts.
- Help set up the play equipment in the morning and put away at end of the session.
- Assist children who require help to go to the toilet, including nappy changes.
- Assist children at eating times, including helping the children rinse their mouths by drinking water after meals.

- Apply sunscreen to children who need assistance and check on those children who are applying sunscreen themselves.
- Provide comfort and assistance in the event of an accident or injury.
- Assist in the event of an emergency evacuation.
- Help clean the floors and toilets during Playschool, if this becomes necessary during the session.

More detailed guidelines are included at the back of this document.

### Non-classroom roles

There are a number of ways that families can assist outside the day to day running of the Playschool. These include:

- Help with daily cleaning and tidying up, after each session.
- Help with routine cleaning. Every few weeks items such as tea-towels, painting smocks, children's hand towels, need to be washed.
- Ask the Teacher if there is any craft preparation work you can do at home.
- Help decorate the classroom.
- Help us with our marketing.
- Stand for election for a position on the Committee.
- Be the Volunteer Roster Coordinator.
- Share your skills, knowledge and experiences.
- Give suggestions and feedback to the Committee and staff.
- Help with fundraising and social events.

## **Detailed Guidelines for Classroom Volunteer Parents**

### **On Arrival**

- Please arrive 15 minutes before the start of the Playschool session to assist the Teacher with setting up (your child(ren) should come inside with you at this time). All other parents and children are to wait outside until start of session.
- On arrival please sign the Attendance Sheet.
- Check the daily schedule (Tagesablauf) to familiarise yourself with today's schedule.
- Familiarise yourself with any children's health or allergy requirements. (Detailed list is displayed over the kitchen sink). Any medication required by children is kept in the medication box on the top shelf in the Playschool kitchen and should only be administered by the Teacher. If any Medication is required, a Medication Form must be completed by the child's parent prior to it being administered (forms located in the medication box).
- Familiarise yourself with Emergency Evacuation requirements (displayed to the right of the kitchen sink, on the wall). Familiarise yourself with location of all Exits; Playschool First Aid Kit (in wall cupboard in bathroom); Fire Extinguishers (located to the right of the kitchen area, by the windows, and another extinguisher just outside our door to the Preschool Office); Emergency Whistle (on hook near Evacuation procedure poster); and Telephones (Office phone may be used in an emergency - dial 0 first for an outside line). The Playschool Teacher also has the Playschool mobile phone for all incoming calls.

### **Setting Up**

- Set up signing-in table, attendance sheets and sunscreen somewhere near the entrance door.
- A weekly program of planned activities is displayed near the entrance door.
- Tables and chairs need to be arranged and activities set out on mats and tables before children arrive.

### **Supervision Requirements & Behaviour Management**

For licensing and safety reasons all children must be supervised in all areas, at all times whilst they are at Playschool. In conjunction with the Playschool Teacher and Assistant Teacher, classroom volunteer parents are considered to be "staff" and are responsible



for ensuring that the Playschool environment is safe for everyone.

On the whole, classroom volunteer parents should refer any challenging behaviour or potentially dangerous situations to the Teacher or Assistant Teacher, as they are more aware of the individual needs of the children. However, classroom volunteer parents should step in immediately if there is a chance of children being injured or upset or equipment being damaged.

Our behaviour management practices are as follows:

- Any inappropriate behaviour should be dealt with in a positive way, redirecting the child into the appropriate or desired behaviour. Focus on the positive outcomes that occur when children behave appropriately rather than on the negative outcomes if they don't comply.
- Please monitor the children who are withdrawing from activities. As much as possible, investigate why they are withdrawing. If a child is disinclined to participate in group activities try to draw them back in to the games. Or, alternatively settle them in a quiet area with an individual activity they can do happily for a while, before trying again to draw them back in to the activities later.
- Encourage the children to use appropriate words and tone of voice to express their needs and feelings.
- Use a calm, friendly but firm tone of voice if dealing with challenging behaviour. Adults should role-model appropriate behaviour to the children by using respectful and positive language and actions. Give specific praise to children when they are behaving appropriately or have handled a situation in a positive way, e.g. "That was good sharing, Johannes" etc.
- Shouting, frightening, humiliating, physically harming or punishing children for inappropriate behaviour is not acceptable under any circumstances.

### Playschool Rules

The three main rules are:

- We take care of ourselves;
- We take care of other people; and
- We take care of our Playschool environment & equipment.

These rules cover the majority of required behaviours and situations. For safety reasons when indoors there is no running or rough play, no climbing on the furniture and no

throwing or damaging equipment.

Children are to be supervised at all times in the bathroom and quiet areas and are not allowed in the store rooms, the craft supply cupboard, office area, Preschool room or staff toilets.

The two playground gates must be kept closed at all times.

To avoid the risk of choking, children must remain seated while eating and to avoid risk of allergic reactions and to minimise the chance of spreading communicable diseases, children are encouraged not to share foods at snack time.

Hot drinks must be kept out of children's reach at all times and consumed away from where the children are playing. If you can do without a hot drink while you are on duty, so much the better.

For safety reasons when outdoors, children are not allowed to climb on the fences or trees or play with sticks. Sand must be kept in the sand pit and is not to be thrown. Hats must be worn whenever the children are outdoors.

Outdoor equipment is not to be moved from where it has been set up. Children are not allowed in the storage shed (unless they are helping the Teacher put away equipment at the end of a play session), and they are not to go into the Playschool room without supervision. They also need to tell an adult before they go to the toilet.

Keep your behaviour beyond reproach. Volunteers need to be aware that a child molestation claim, even if untrue, could have serious ramifications. Some tips from other parents include:

- letting another adult know if you are taking a child to the toilets;
- remaining where you can be seen;
- avoid hide-and-seek games where you are hidden with a single child;
- once you have assisted them as much as they need, stand back a short distance while children are toileting.

## Health & Hygiene Procedures

**Hand washing:** To promote good health and hygiene practices and prevent spread of infectious diseases, classroom volunteer parents must wash their hands at the following times:



- On arrival at Playschool;
- before and after handling foods or eating;
- after assisting children in the bathroom;
- after changing nappies;
- after handling rubbish;
- after wiping children's noses or your own;
- after assisting with first aid; or
- after any contact with any body fluids.



Children should be encouraged to wash their hands at these times:

- before and after eating;
- after going to the toilet;
- after handling rubbish;
- after wiping their nose; and
- after playing outside.

Children should wipe and dry hands on their own hand towel provided.

**Gloves:** Disposable gloves are provided at Playschool and should be worn:

- at all times when dealing with body fluids such blood, saliva, urine and faeces and vomit;
- wiping children after toileting;
- cleaning up after toileting accidents;
- attending to injuries/nose bleeds and wiping noses;
- cleaning toilets and bath rooms; and
- handling chemicals.

**Toilets:** At the end of each Playschool session (and throughout the session if required) the Playschool bathroom must be cleaned thoroughly using the designated bathroom cleaning items and disinfectant.

Refer to cleaning guidelines displayed in the bathroom.

**Safe Chemical storage:** All chemicals, medications, cleaning fluids and other hazardous toxic materials must be kept out of children's reach at all times and are to be kept in the cupboards up on the wall in the toilet area.

Cleaning products are not to be stored in the same area as any food or eating utensils.

**Cleaning:** To prevent contamination, separate cleaning items are to be used for art and craft materials, food preparation areas and bathrooms.

Please refer to the colour codes for sponges for cleaning different areas.

Food items and utensils should be prepared and washed up in the kitchen sink.

Separate buckets and mops should be used for washing the playroom and toilet floors (blue bucket for playroom; green bucket for toilet floor)

**Personal items:** Please ensure all personal items (handbags, etc.) are stored securely out of the reach of children.

**Toy washing:** Toys and equipment are washed regularly as required. If a particular item has been in a child's mouth or requires cleaning please wash it in the Playschool sink immediately and dry in the sun.

**Illness/Injury:** Illness and Injury Forms are to be completed for any injury or illness which occurs at Playschool and are to be signed by the parent/guardian. Forms are in the medication box. Once completed, the forms should be put next to the attendance register, for the parent to sign.

First Aid should only be administered by the Teacher, or another adult with current First Aid qualifications.

Parents must be advised of serious injuries or illnesses immediately.

The Playschool Proprietor and Children's Services Adviser must also be informed of any serious injury requiring hospital treatment, as per licensing requirements for ACT Playschools.

Minor injuries/illnesses can be reported to the parent at the end of the Playschool session. Completed accident forms are kept at the back of the attendance/ sign-in folder, and must be held for a minimum of 7 years.

## **Packing Away**

After outdoor play time, the playground must be tidied up and equipment returned to its correct location in the storage shed.



Sand toys need to be put away, spilled sand needs to be swept back and the cover put over the sandpit. At packing away time children are encouraged to help.

When packing away indoors, all items are to be returned to their proper place. To deter thieves, expensive items should not be left in view from the windows.

## Language Policy

While we encourage only German to be used by staff, volunteers and children, from time to time, you may need to use English if you feel that a child does not understand something important. Limit your English to just the absolute necessary.

We never block communication from a child, no matter what language he or she uses. If the child uses English, repeat his or her words back to him or her in German, to provide and model the correct German. And always give your reply in German.

When you are involved in an activity with the children and you hear English being spoken, please repeat the phrases in German. This provides and models the language for the children. These interventions should be phrased in a positive way, not as a form of correction.

For example: Child 1 to child 2: "I had carrots for lunch." Parent Volunteer: "Du hast Karotten gegessen als Mittagsessen? Lecker, lecker! [to child 2:] Und was hast du gegessen?" etc.

## Siblings

Siblings are welcome to accompany you on your roster day, but are not included in the Playschool adult:child ratio. Supervision of siblings remains the responsibility of their parents at all times.

Please be aware that the Playschool environment is geared towards three and four-year-old children, and that the equipment and materials may pose a risk to younger children if they are not carefully supervised. As classroom volunteer parent duty is quite involved and busy, you may find it easier if it is possible to arrange to have your younger child cared for by someone else.

## Our thanks

Thank you very much for agreeing to donate your time and energy to the children. We really appreciate it, and hope that the experience is richly rewarding for you, too.

## Character Reference Protocol

Each of the following questions must be asked of *each* referee. Questions must be read out *exactly* as written here. The words "this person" may be substituted with the person's name. Answers must be recorded in writing on this form. Attach extra sheets as necessary.

How long have you known this person?

What is your relationship to this person?

To your knowledge, has this person worked with pre-school aged children before?  
(please circle)

Yes                  no

Is this person able to build rapport with pre-school aged children? (please circle)

Yes                  no

Could you give an example of a time when you saw this person building rapport with children? How did they go about this and what was the child/ren's response?




What are some activities that this person has organised for pre-school aged children in the past?

Were other adults present?                      Yes                      no

Were these activities safe?                      Yes                      no

Did the children enjoy them?                      Yes                      no


What actions does this person take to manage children's challenging behaviour?




Do you know of any instances where this person has left young children unattended or has placed them at risk in any way? (please circle)

Yes                  no

Please describe.


Would you be prepared to leave this person alone with your own child? (please circle)

Yes                  no

Do you have any concerns about this person working with pre-school aged children?  
This may also include health issues. (please circle)

Yes                  no

If yes, please describe your concerns.






# German Australian Playschool / Deutsch-Australischer Kindergarten

## Proprietor

Lisa Stephan  
PO Box 835  
Belconnen ACT 2616  
6251 7743  
spielwelt@homemail.com.au

## Public Officer

Lisa Stephan  
6251 7743  
spielwelt@homemail.com.au

## Volunteer Roster Coordinator

## Secretary

Maria Fleming  
6248 8912

## Librarian

## Finance Officer

Jens Stephan  
6251 7743  
spielwelt@homemail.com.au

## Teacher

Barbara Martin

## Enrolment Secretary

Lisa Stephan  
6251 7743  
spielwelt@homemail.com.au

## Assistant Teacher

Andrea Sinclair

## Relief Assistant Teacher

Dorothea Klein



Scullin Preschool, Gatty Street , Scullin, ACT 2614

Playschool Mobile: To be advised

For suggestions on what to include in this Volunteer Guide, plus any comments on the current contents, please contact Spielwelt.

E-mail: [spielwelt@homemail.com.au](mailto:spielwelt@homemail.com.au)