



Y WA

**TOY LIBRARY AND PLAYGROUP
PROCEDURE**

FDC

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Document Owner	Executive Manager EYL		
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V3.0	EM EYL	24/05/2024	06/06/2024



1. VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	1/09/2012	EM SD
v2.0	Reviewed	1/03/2015	EM SD
v3.0	Reviewed by Family Resource Centre Manager GM CS	16/05/2024	EM EYL

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1. PURPOSE

This procedure sets out the responsibilities and expectations for convening Family Day Care Playgroups and managing Toy Libraries.

2. SCOPE

This procedure applies to all Family Day Care (FDC) Educators, FDC service staff, students, children and volunteers.

3. DEFINITIONS

Term	Meaning
FDC	Family Day Care
Approved Provider	Y WA Family Day Care Service

4. ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
FDC Educator	<p>Must</p> <ul style="list-style-type: none"> Return toys in a clean and satisfactory condition. Replace toys that are broken or seriously damaged. Return all toys at the end of their relationship with the Y WA. Be responsible for the children in their care when at playgroup
Children Services Management / FRC Manager	<ul style="list-style-type: none"> Oversee implementation and compliance with the procedure. Address any instance of non-compliance. Implement strategies and provide suitable resources and support to help prevent noncompliance with this procedure.

<p>Playgroup Leader</p>	<ul style="list-style-type: none"> • Planning playgroup in collaboration with educators • Completing risk assessments. • Prepare and circulate a calendar of times and places for playgroup.
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5. PRINCIPLES

1. The Y WA has a duty of care to protect the wellbeing of children enrolled in the Family Day Care service and to take reasonable steps to provide a safe and secure environment for children, educators, service staff and parents.
2. Y WA values Family Day Care Service Playgroups as an opportunity for FDC educators to network, share and gain new ideas, and update professional development with other educators and service staff.
3. Playgroup is an opportunity for children to socialise with other children, and educators and participate in a variety of experiences.
4. Maintain a well-stocked toy library with dental and oral hygiene resources, such as models of teeth, toothbrushes, and educational games that can be borrowed and used during play sessions.
5. Service staff, educators and children are to abide by the Y WA values and expectations for behaviour.

6. PLAYGROUP

Playgroup is available in selected towns.

Playgroup runs during school term unless prior arrangements have been made with the Playgroup Leader.

Playgroups are planned fortnightly by the Playgroup Leader and educators.

The Playgroup Leader circulates a calendar of playgroup times and places to educators, and families.

Playgroup may sometimes be cancelled due to the unavailability of the

Playgroup Leader.

Educators, children and families are encouraged to contribute to the planning of playgroups.

Playgroups are held at an educator's home or at a local park.

Educators are encouraged to visit other educator's homes and attend the playgroup sessions.

7. RISK ASSESSMENT

The Playgroup Leader will complete a risk assessment for playgroups held in local parks (See attachment 1).

Educators are responsible for the children in their care at all times.

8. TOY LIBRARY

Toy Library will be available to all educators during the FDC Service operating hours. However, the library may occasionally close for stocktake.

Educators who live locally may access the Toy Library at the Busselton FDC Service office.

Educators who live outside of the Busselton area will have access to a mobile toy library via contact support visits.

The rotation of resources will occur regularly, depending on the frequency of support visits.

Resources are required to be effectively cleaned and dried before returning to the service.

The service acknowledges that reasonable wear and tear will occur. However, in the case of serious misuse or neglect of resources, a financial penalty may occur.

Any resources that are not returned to the Y WA Family Day Care Service, when the educator ceases financial membership, will be charged to the educator at full replacement value.

9. RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012:
Education and Care Services National Regulations, 2012
National Quality Standards

10. SUPPORTING Y WA AND OTHER DOCUMENTS

Refer to YConnect page for the documents listed below.

Document ID	Document Title
Toy Library Loan Form.doc	Service forms – Toy library loan form
	Playgroups in WA Playgroup WA

11. BREACHES

Compliance with this procedure is a condition for continued approval of FDC service.

12. FEEDBACK

Feedback on this procedure may be directed to the EM EYL.

The EM EYL is responsible for maintaining the currency of this document.

ATTACHMENT 1. RISK ASSESSMENT