



MEMBER INFORMATION

Welcome to Prospect and Enfield Kindergym!

Congratulations on enrolling your child! In our Babygym and Kindergym programs we endeavour to provide a great program for you and your child to share and learn in a fun environment. Each program runs in terms - usually 10 weeks, and by attending regularly you are providing your child with many valuable opportunities to enhance their development physically, cognitively, socially and emotionally. Our programs are designed to progress each week. Children who attend throughout the term become more confident and settled with the routine which in turn builds their confidence and self-esteem. Each session is designed with the various ages and stages in mind.

Features of our Kindergym

- Babygym session - *infants to competent walking stage*
- Kindergym sessions - *for all ages up to five years*
- Fully trained and Gymnastics SA accredited leader
- Proudly a recognised Starclub
- Affiliated with Gymnastics SA
- Affordable membership fees
- Large indoor air-conditioned hall
- Friendly atmosphere
- New and continually updated equipment
- Toilet facilities / change table
- Disabled Toilets
- Smoke Free / Asthma Friendly / Breastfeeding friendly environment
- Quarterly newsletters to all families

What is Kindergym?

From the day they are born, children begin to experience and learn through movement. In these early years it is vital they have ample opportunity to play, explore, experiment and practise movement based activities to develop the whole child – physically, socially, cognitively and emotionally. Kindergym provides opportunities for young children, accompanied by a caregiver, to experience the joy of movement through play. Kindergym is a child-centred program, meaning children develop in their own time and at their own pace. At kindergym we structure the environment, not the child. This means that children can freely explore the equipment allowing for child-led play. It is a non-competitive program based around activities that enhance growth and development along with the basic fundamental movement skills. Allowing children to practice their movement skills in a fun, non-threatening play environment helps them to build their co-ordination skills in the years before school. Kindergym is the first level of gymnastics.

Babygym Sessions (0 - competent walker)

Babygym is a wonderful and safe environment and time for both parent and child to play and learn while having fun discovering what the body can do, socialising with others and spending time exploring the world around them, without having competition or intimidation from the older and bigger children of Kindergym.

Session Structure

Our Babygym and Kindergym sessions last for 45 minutes and include:

- Welcome/Warm up
- Theme
- Free Exploration
- Group Time
- Parachute Time
- Cool Down/Goodbye

The activities and songs that we do are specific to the group's needs and development. Repetition through play and songs is important as it gives children a sense of security, building of trust and an opportunity to consolidate their learning.

That's why our warm up, cool down and goodbye songs are the same each week to give structure while the theme, equipment, group & parachute times change for fun, challenge and variety.

Interacting with your child during their session is paramount and extending your child through our songs and activities... movement is the key to learning!

Most importantly have fun with your little one and celebrate your child's successes, however small or large, plus have fun yourself and celebrate too!

Session Rules

1. Wait until the door to the hall is opened to enter for your session
2. Bare feet are the only feet at kindergym. Bare feet assist in tactile experience and better grip
3. Stay with and supervise your child at all times. You are ultimately responsible for your child. One adult to one child supervision is ideal and one to two is okay; it is advisable that an additional adult comes along to supervise three children.
4. Please refrain from making/receiving calls to your mobile phone during session time
5. Only one child permitted on trampoline at a time
6. Cars and bikes to be kept in the designated area
7. Do not take equipment to group time unless specifically asked
8. If older children must attend kindergym they are not permitted on the equipment
9. No eating in the hall please - only water may be consumed in the designated bag area
10. If an injury occurs whilst you are attending kindergym please inform the Leader immediately to enable first aid to be administered if required, and so that the incident/accident can be recorded in the Injury and Incident records

Failure to comply with any of these rules or the direction of the leader could result in exclusion from the class

Kindergym Code of Conduct

This Code of Conduct aims to set out the minimum standards for anyone involved in kindergym. It should apply when attending sessions or taking part in club-sanctioned activities.

- Encourage and support opportunities for children to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of kindergym.
- Treat each person as an individual.
- Show respect and courtesy to all involved with kindergym.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of leaders and administrators.
- Display appropriate and responsible behaviour in all interactions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

KINDERGYM LEADER

- Place the safety and welfare of participants above all else.
- Help each participant to reach their potential. Respect the interests and developmental stage of each child and encourage them with positive interactions.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young children.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the child's skill development.
- Provide and present a quality Gymnastics Australia KinderGym Provider Program.

ADMINISTRATORS & VOLUNTEERS

- Ensure quality supervision and instruction for participants.
- Support Leaders to improve their skills and competencies.
- Support Leaders in providing their quality Gymnastics Australia KinderGym Provider Program.
- Act honestly, in good faith and in the best interests of the club as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

PARENTS/CAREGIVERS

- Encourage your child to participate, do their best and have fun.
- Help out the leader where possible and follow their instructions.
- Model appropriate behaviour, including respect for other adults and children.
- Adults are responsible for the supervision and safety of their own child.
- Adults share their child's fun and achievements. The real benefit comes from the child's self-initiated play rather than adult-directed play.
- Adults provide encouragement and positive reinforcement for the child through play.
- Adults observe the child while at play.
- Adults reinforce the healthy lifestyle message provided at kindergym.
- By being actively involved, adults reinforce to the child a positive lifelong attitude towards physical activity.
- Familiarise yourself with and follow the session rules.
- Acknowledge and support the role of the volunteer management committee and other volunteer who contribute to the club.

Volunteer Management Committee

Prospect and Enfield Kindergym is a not for profit club managed entirely by a volunteer committee. *All current kindergym members are invited to join the kindergym committee.* If you would like to contribute your skills and learn new ones, meet new people and help to run a wonderful community club, please join us! The committee meets once a term on a Tuesday evening at the hall.

We also have an active fundraising committee whose efforts help to purchase new and up to date equipment for the club and to keep our fees as affordable as possible. We hold regular fundraising events including barbecues, raffles and special events and are always appreciative of help, support and contributions from members and the local community for these.

Fee discounts apply for committee members:

\$20 per term for general committee members. Office bearers receive half price term fees for one child for as long as they are in the role.

Fee Payment Policy

We accept payment by cash, cheque or EFT via internet banking (see details below). We ask that the term or half term's fees be paid by your third session of kindergym. Failure to pay your fees will result in an invoice being issued and families will not be allowed to participate in sessions until this has been paid. Please be mindful that the club receives no external funding and is reliant on fees to pay staff wages, rent and running costs.

Bank Details:

Account Name:	Prospect & Enfield Kindergym Inc.
Bank:	BankSA
BSB:	105-041
Account Number:	177431540
Reference:	YOUR CHILD'S FULL NAME

Important: Ensure you record your child's full name in the reference section

Insurance

The cost of public liability insurance whilst your child participates in the program is covered in your kindergym fees. The current insurance cover is provided under an authority given to Sportscover (Australia) Pty Ltd ACN 090 584 473. Limit of Indemnity Public Liability \$20,000,000 in respect of any one occurrence and in the aggregate.

Cleaning Bees

Once a term we ask parents to help clean the equipment on a date advised in the term newsletter. Caregivers are asked to clean just one item of equipment each in the time after their session – this should take no longer than a few minutes.

Clothing

Please ensure that your child comes to kindergym in comfortable non-restrictive clothing so that they can participate in all activities, use the equipment safely and explore their movement freely. Please remember that bare feet are essential at all kindergym sessions.

Feedback

A feedback box and forms are available in the kindergym foyer for parents and caregivers to give ideas and suggestions for improvement as well as positive comments. Feedback will be read and discussed at Volunteer Management Committee meetings. Occasionally member surveys may also be distributed by the Committee.

Fire Safety

In the event of a fire please exit by the hall and assemble on the lawn area. The Administration Officer will perform a roll call to ensure everyone is accounted for. Do not go back into the building until the all clear is given. Fire drills will be conducted at least twice per year.

Front Desk and Admin

Kindergym office hours are as per session times. The kindergym can be contacted on 0400 293 350 – due to our limited opening hours you may need to leave a message or text. We can also be contacted at our email address, pekkindergym@gmail.com.

Don't forget to say "hi" and check in at the front desk every time you come to your session. This is particularly important for us to know in case of an emergency. Please advise of changes to your session time or book make up sessions at kindergym or by calling, texting or email. Make up sessions must be taken in the same term as the missed session.

Grievance Procedure

If you have a problem please attempt to resolve it immediately, if you are not able to do so, please put your issues in writing and forward to the Committee Secretary. The secretary or club president will contact you to discuss and work out a strategy to resolve the issue – this may require speaking to the person whom the grievance is about or making an alternative arrangement etc. If the grievance can't be resolved in this way, an independent mediator may be required between the two parties concerned.

Our administration officer is a trained Member Protection Information Officer (Informed) and is available at the front desk to assist club members by providing information about their rights, responsibilities and options in regard to making a complaint or raising a concern.

Missed Sessions

If you are unable to attend a session due to illness or holidays, a make up session may be taken within the same term. Make up sessions must be booked at kindergym or by calling, texting or email.

In the event that sessions are cancelled due to unforeseen circumstances, sessions will be rescheduled or a refund applied to the following term's fees, whichever is appropriate.

Phones and Photos

Due to safety and supervision responsibilities, it is requested that parents/caregivers refrain from talking on their mobile phone during sessions.

Please respect children's privacy and only take photos of your child and do not include other children without permission.

Registration

For insurance purposes it is a requirement that all members complete and sign a new member registration form before participating. Please let the leader know if your child has any special requirements so they can get the most from their session. Make sure that you include an up to date email address on your form as this is our primary form of communication for important messages.

Sickness & Holidays

For the benefit of all members, should you or your child be unwell with a cold, temperature or contagious virus of any kind please do not attend kindergym until you and/or your child are able to fully participate and enjoy the class. You are able to do a make up class in lieu of the class you missed within the same term. This also applies if you are away on holidays providing that you notify kindergym in advance.

T-shirts

Kindergym t-shirts can be ordered from the front desk. They are available in a range of colours in sizes 00 to 6.