



Duntroon Community Centre

Welcome to

Duntroon Playschool



Parent Handbook 2025 – 2026

1 Sapper Close, Campbell, ACT, 2612

www.duntrooncommunitycentre.org.au/playschool

Phone: 02 5131 1715 / playschool@duntrooncommunitycentre.org.au

About Us

Duntroon Playschool is an early childhood program for 3- to 5-year-olds, licensed under Children's Education and Care Assurance (ACT Education and Training Department) for 5 hours per day. Our Playschool program is a not-for-profit community service run by the Duntroon Community Centre Incorporated (DCC).

Playschool Staff

Playschool Director/Teacher – Jill Oborn

Playschool Educator – Corinne Herbert

Playschool Assistant – Emilia Bosak-Seres

Playschool Administrator (Tuesday) – Caitlin Campbell

DCC Coordinators – Carmal Sutherland and Melissa Johnson

Our Philosophy

Duntroon Playschool provides a play-based learning environment for children aged between 3 and 5 years of age. Children are celebrated and supported during their transition from a parent or carer-based environment to our Playschool learning community.

Duntroon Playschool believes every child is unique and special and has the right to be in an environment where they feel safe, secure and respected. We believe children grow and learn when they have a strong sense of belonging and are surrounded by positive energy in a positive environment.

We believe in designing a program where each child is viewed as being successful, competent and capable learners. Children are provided opportunities, both outdoors and indoors, where they can construct their own understanding, contribute to the learning of others and participate in decisions that affect them. Children are encouraged to be independent and develop the skills of lifelong learners.

We believe in providing an environment where children learn to be confident and respect themselves, their family and the diversity of the Duntroon Playschool community. Children are encouraged to develop respect for the land in which they live and seek meaning of the world in which they live.

Duntroon Playschool is part of a community and believes in working in partnerships with families and supporting organisations to provide an environment where everyone is welcome and celebrated.

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The Playschool Program

Our Playschool Program is designed to cater for your child's individual interests and foster the development of cognitive abilities, fine and gross motor skills and socio-emotional development which will support their continued growth.

Our daily program includes a variety of learning experiences and activities both inside and outside. The children are given the opportunity to independently choose where they would like to play, free to come and go from both environments.

Some of our indoor activities include:

- Experimentation with paint and colour;
- Using manipulative and constructional toys, puzzles and blocks;
- Games to develop self-confidence and social interaction skills;
- Role-play in home corner;
- Early name, number, letter and shape recognition;
- Using materials and equipment that develop fine motor skills such as pencils, crayons, scissors, brushes, paper, paint, paste, play dough, scrap materials, fabric and fibres;
- Sorting and classifying objects; and
- Daily exposure to singing, listening to music, looking at pictures and books, and listening to stories.

Some of our outdoor activities include:

- Developing gross motor skills by using a variety of climbing equipment;
- Running, jumping, skipping, hopping activities and games;
- Following small obstacle courses;
- Catching and throwing activities and games;
- Digging and imaginative play using sandpit toys and equipment;
- Creative activities using sand and water;
- Activities to develop muscular control and coordination;
- Exploration of the outdoors in all weather; and
- Gardening and sustainability activities.

Through all our learning experiences we help your child to:

- Develop effective communication skills and use language appropriate to the scenario;
- Develop social relationships, make friends and interact with peers and staff appropriately;
- Form basic concepts which will help them understand their world;
- Share and cooperate with others in a play-based environment; and
- Develop and enhance their gross and fine motor skills.

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Playschool Hours

Playschool operates Tuesday to Thursday during ACT school terms from 9.30am to 2:30pm.

During the school holidays a Playschool Lite program is offered on a Tuesday for 4 hours from 9.30am to 1.30pm.

Playschool is closed over the 4 week Christmas period.

Our term dates for 2026 are:

Term 1	Term 2	Term 3	Term 4
Tuesday 3 February to Thursday 2 April	Tuesday 21 April to Thursday 2 July	Tuesday 21 July to Thursday 24 September	Tuesday 13 October to Thursday 17 December

Enrolment

Parents can submit a waitlist application the year before they wish to enrol their child. Enrolment details and the online waitlist application are provided on the DCC website (www.duntrooncommunitycentre.org.au).

When completing the waitlist application please ensure your child's date of birth is correct (parents often incorrectly put in the year of birth as the year they are completing the application form in). The booking dates are the time frame you would like your child to attend, not the date of the day you are completing the application form. This date is normally tied to the date your child turns 3 or the commencement of term 1 in the following school year.

Duntroon Playschool is run by the Duntroon Community Centre and membership of the Community Centre is required for all Playschool families. Membership is per calendar year, and families are required to complete an online membership form. The cost of membership is \$35 and is required prior to commencing Playschool. Your membership entitles all members of your family to access all other events, programs and facilities of the Centre.

Children whose third birthday falls prior to the start of the school year will start at the beginning of the school year. Children turning three after the commencement of the school year may start as soon as they have turned three if vacancies exist. Children who are not yet three may attend from two weeks prior to their birthday but must be accompanied by a parent/carer until their birthday (a legislative requirement).

Children who are turning five during the Playschool year may enrol to attend and will be assessed on a case-by-case basis.

Children can be enrolled for one, two or the full three days per week (any combination is acceptable).

To be eligible to attend Duntroon Playschool, children are expected to be fully toilet-trained as staff ratios and resources are insufficient to handle children who are not toilet-trained (exceptions may be considered on application).

Children on our waiting list for entry in the next calendar year will be notified of their enrolment in the last week of September of the preceding year.

A non-refundable enrolment fee of \$100 (per child) is required to secure your placement once you have accepted an offer for your child. Accepting an offer is fully finalised when you have completed and returned the online enrolment form and paid the \$135 (enrolment fee and DCC membership fee). A link to our payment system is located below.

Families that do not make this payment within 2 working weeks will be notified that their child is not currently enrolled, and will be given 5 more working days to complete and return the enrolment form and make the payment before consideration to reversing the offer may be taken.

Duntroon Playschool caters for children from a diverse range of backgrounds, and the Centre seeks to ensure all applicants are catered for. However, in the event where the Playschool Program receives applications exceeding the number of places on offer, priority is offered to children from Defence families, this includes those whose parents are currently serving in an Overseas Defence Force on exchange postings.

<http://thq.fyi/se/4995826046e5>

Fees

Duntroon Playschool charges a fee per child per day. Fees are payable fortnightly and must be paid two weeks in advance. Payments are made via our Kidsoft program via direct debit agreement. Unfortunately, if your child misses a session, we are unable to offer a make-up session due to student and staff ratios.

Prompt payment of fees is important to the operation of Playschool, as the program primarily functions using these funds. Should you have difficulty paying your fees please see the Playschool Administrator to put in place a payment plan immediately as if fees are not paid on time your child's position may be cancelled and offered to a child on the waiting list.

Fee Schedule

Fee	Amount	Payable	Refundable
DCC Membership Fee	\$35 (incl GST)	Upon Enrolment	No
Enrolment Fee	\$100	Acceptance of Offer	No
Parent Participation Levy	\$100/term	EFTPOS or Bank Transfer.	Yes – If Playschool/Centre duties are completed by the end of the term.
Playschool Daily Fee	\$75.00 (incl GST) (subject to review biannually with 4 week's notice provided).	Two weeks in advance, payable via Kidsoft program	No
Playschool Lite Daily Fee	\$60	Payable via Kidsoft program	No
Pick up late Fee	\$25 after 15 minutes late	EFTPOS or Bank Transfer	No

Whilst a direct debit through Kidsoft is our preferred method of fee payment we are required in accordance with the CCS regulations to provide families with an alternative method of payment. Please see below the Playschool bank account details should you choose this method.

Duntroon Community Centre

BSB: 032 746

Account Number: 011183

Please remember to add your child's surname as a reference

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Child Care Subsidy (CCS)

Duntroon Playschool is an approved childcare provider for the Australian Government Child Care subsidy to eligible families. Information about Child Care Subsidy can be found on the Services Australia website here: <https://www.servicesaustralia.gov.au/child-care-subsidy>

Families that are entitled to CCS work in collaboration with the Playschool to see this process through to a successful completion by following these steps.

Step 1 - Families initiate the enrolment process. The family must make a claim for CCS with Centrelink. They do this via their Centrelink profile linked on their myGov account or directly through Services Australia in person or by phone.

Step 2 – It is essential that the primary parent on the enrolment form be the eligible parent for CCS and hold a current Customer Reference Number (CRN). When completing the enrolment form please ensure the CRN and date of birth for both the enrolled child and primary parent have been added.

Step 3 - Once step 1 and 2 are completed, the Kidsoft system will provide one of two messages:
Pending confirmation – parents need to confirm the enrolment between the Duntroon Playschool and themselves. They will be prompted to go to Mygov or Services Australia, (depending on the app in use) and confirm the information is correct.

Pending eligibility – parents will be prompted to go to Mygov or Services Australia, (depending on the app in use) and confirm/adjust/ provide further information. Once this has been completed your application will move to pending confirmation and asked to confirm the enrolment between the Duntroon Playschool and themselves.

Step 4 – Final step is when you receive a Confirming Written Agreement (CWA) confirming the agreement between the family and Duntroon Playschool. This message will come on the Kidsoft parent portal. Once you have electronically signed the CWA, then CCS commences and Kidsoft will reflect this. CCS will accept claims for up to 28 days, so if you need further information or any help please see the Director so we can ensure you are claiming all you are entitled to.

Cancellations and withdrawal from Playschool

Two weeks 'written notice (or payment in lieu of) is required should a child leave the program.

Parent Participation Levy

Parents/Carers play an important and valued role in the education of their children. You can join the Playschool program and participate at the Centre by:

- parent helper sessions from 9.30am-12noon or 12noon-2.30pm;
- craft preparation for Playschool;
- assisting with working bees (tasks will be listed before the event so you can commit to a task suitable for you);
- maintaining the Playschool vegetable garden;
- participating in fundraising activities or events;
- offering to share any hobbies, interest or expertise you may have; and
- becoming a DCC Management Committee member.

A roster of upcoming events and opportunities for parents' assistance will be advertised at the start of the term. If you have not signed up and engaged in some capacity by the end of the term, the Levy will be added to your Kidsoft account. This levy is currently \$100 per child per term.

To have your Parent Participation Levy waived for the term, we ask that each family completes 2.5 hours per child of participation levy activities per term.

A Typical Day at Playschool

9.30am

Welcome children as they arrive at the Centre and encourage them to:

- Place their bags on their personalised lockers
- Put their lunchbox on the trolley and morning tea container in the basket
- Place their drink bottle on the trolley
- Hat in the hat basket and apply sunscreen

9.35 am – 12.30 pm

Children select inside or outside play

Outside play choices obstacle courses, swings, bikes, scooters, sand pit, water play, gardening and verandah activities

Inside play; craft activities, playdough, construction, puzzles, painting, home corner, library, fine motor, small world play, drawing

10.00-11.00am

Progressive morning tea

Children have morning tea in their own time on a mat with a staff member

12.30pm

Group Time

Singing, dancing, parachute, beanbags, intentional learning, games, stories

12.50pm Rest Time

13.00pm Lunch

O/C Pack bags and transition to outside play

2.20pm Door opens for commencement of pick up

Either inside on the mat or outside at play

2.30pm Home Time

What to Bring to Playschool

- Backpack or bag;
- Water in a plastic drink bottle;
- Healthy lunch such as a sandwich, fruit, vegetable sticks, yoghurt;
- Morning tea box such as fruit, yoghurt, crackers;
- Change of clothes and a plastic bag;
- Warm coat and beanie for winter; and
- Sun hat – we have a no hat, no play rule. If you forget to pack a hat, we have spare clean hats for use. Please do not send your child with a peak hat, brimmed hats are required.
- A box of non-scented tissues on your child's first day.

What to Wear to Playschool

Please dress your child in comfortable clothes that can get dirty (we do messy activities). Also ensure children wear clothes they will be able to manage when going to the toilet.

For safety reasons, please do not send your child in clothes with long draw strings, thongs or crocs, sunglasses and/or other accessories. Please, no singlets or scrappy dresses, children need to have their shoulders covered.

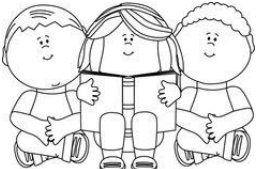
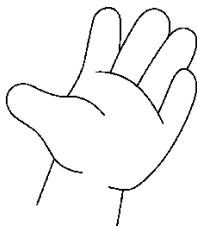
Playschool Guidelines

We endeavor to encourage a warm, welcoming, casual and relaxing atmosphere during you and your child's time at Playschool. It is important that Parents/Carers make best efforts to abide by the following guidelines to ensure the safest and most positive experience for everyone.

Always remember our staff are responsible for the safety and well-being of everyone. This includes the children, fellow staff, parents and visitors to the Centre. In case of emergency please support them and follow their directions promptly.

Playschool Rules

To keep everyone safe please help staff enforce the Playschool rules.

	We use our walking feet inside
	We use our listening body at mat time and story time
	Sharing is caring- If we share with others, they will share with us.
	We wash our hands at Playschool, after we go to the toilet, before and after we eat, when we come inside and after we blow our nose. We dry our hands with 1 piece of paper towel
	If someone hurts you say “Stop, I don’t like it!” Please ask your teacher for help if you need it.

Duntroon Playschool works through a decision-making process with the children referencing red and green choices. The difference in these choices is explicitly and intentional taught to the children and they asked when making behavioural choices to reflect on whether it is a red or green behaviour and adjust behaviour accordingly.

Arrival and Collection

The door to the Playschool room will open in the morning at 9.25am. Families are welcome to arrive earlier and spend time in the foyer reading books, doing puzzles or looking at our reflection book. Please ensure you pass your child to a staff member once you are ready to leave, never leave your child unattended in the Playschool.

The door to the Playschool door will re-open at 2.20pm and children may be collected from 2.20pm onwards. If we are outside, please come to the outside yard to collect your child. If we are inside on the mat, a member of the teaching team will call out the name of your child to leave the mat and come to you, once you are inside the Playschool room.

If you are running late or an emergency arises, please contact the Centre as soon as possible. Children that are picked up more than 15 minutes late will incur a \$25 late fee.

If a different person is collecting your child on a regular basis and they have not been added to Kidsoft with authority to collect, please inform a staff member so we can add their details to your child's account on Kidsoft. We will not release a child into the care of another person without (Paper, verbal or email confirmation) from their parent or legal guardian.

Signing In and Out

Kidsoft is used to sign children in and out of the program. Children must be signed in on arrival and departure of every session. This is the parents/carers responsibility. The Kidsoft program is used for evacuation and emergency situations and is linked with attendance for childcare subsidy. Signing your child in and out ensures that we have accurate details of children when practicing or conducting fire and emergency evacuations.

If you are staying for Parent Duty, please sign in as a guest in the Kidsoft program.

Parent / Carer Communication

Please use the Kidsoft parent portal to notify us of future or current absences, or if someone else is picking up your child and general communication. Please ensure you also tell a staff member on the day if someone is picking up your child who is not a regular carer/guardian who picks up so they can support your child with this process. You are welcome to request a meeting or discussion with teachers about your child's time at Playschool and this can be done on the parent portal, in person or via our email address playschool@duntrooncommunitycentre.org.au

Sun Protection Policy

It is the responsibility of all parents to apply sunscreen to themselves and to their children before commencing activities at the Centre. Staff will assist children to reapply sunscreen before going outside after lunch. If parents forget to apply sunscreen before arriving, we have sunscreen located at the sign in table.

All staff, parents and children are encouraged to wear a broad brimmed, bucket or legionnaires style sunhat with a deep crown that provides sun protection for the face, neck and ears, whilst outside during the months when the UV is consistently above 3.

Label All Possessions

Please label all clothing and possessions with your child's name. If you are missing items, please check the Lost Property Box located on the sign-in table.

Toys from Home

Please do not allow your child to bring toys or precious belongings to Playschool as they may be broken, lost or cause conflict. Things made at home, postcards, photos etc. are most welcome.

Confidentiality

While volunteering for Parent/Carer Duty you will observe lots of 'normal' and predictable age-appropriate behaviours and language. You may also observe some different, unpredictable behaviour. It is extremely important to use discretion when reflecting and talking about your experiences with others. Thank you for your sensitivity.

Mandated Reporting

In accordance with the Children and Young People Act 2008, all DCC staff are mandated to report any child abuse or neglect to the relevant authorities. Further information is available in our Duntroon Playschool Policy and Procedure Manual and through the following document; [Keeping Children and Young People Safe - ACT Government](#)

Behaviour Management

Behaviour management issues that require attention must be dealt with by a member of staff. People have different ideas for managing behaviour. At Playschool we follow the DCC Behavioural Policy. If you wish to view this policy, you can ask a staff member for a copy or for more information.

Inclusion Policy

Inclusion is recognising the individual qualities of each person. Inclusion is a right. It begins with community recognition and acceptance of difference and diversity. By acknowledging and valuing differences and diversity in our Playschool program, we highlight the importance of each one of us being accepted and valued as unique and special individuals. Please notify staff if your child has additional or cultural needs when enrolling in the Playschool program. The Director, parents and staff will coordinate a plan and implement strategies to achieve the best possible outcomes for the child concerned.

First Aid Policy

It is part of the licensing requirement that a staff member with a Senior First Aid certificate is always on duty. In addition to this we are required to hold and maintain a First Aid Kit on the premises. A First Aid Kit, Asthma Kit and a mobile phone is always taken on a walk or excursion away from the Centre. First Aid training is conducted for DCC Members during first term. All parents are encouraged to attend.

Allergies

We are a nut free zone.

Please do not bring any products containing nuts into the Centre at any time. Thank you for your cooperation.

Staff are to be notified of any child that has any food or other allergies and appropriate first aid for that allergy. Parents with children with allergies must complete an ASCIA Action plan.

Incident / Accident / Illness Policy

An incident report is completed for any incident that involves a child from Playschool. Parents will always be informed as soon as possible of incidents of a serious nature. Parents will be given the opportunity to view and sign a report if their child has been hurt. We believe that parents have a right to information about how their child spends his or her day.

Medication Policy

All medication that is brought into the Centre must be handed to a staff member. A medication form must be filled out on arrival and medications will be locked away out of reach of children. Medication will not be administered if it is out of date, does not have your child's name on it, if it is not in its original container supplied by the pharmacist, if it is a prescription for another person, the requested dosage is not the recommended dosage or if the Medication form has not been completed.

Health and Illness

If your child is sick, please keep them at home including any post illness exclusion periods. If your child feels ill during the session, we will notify you.

Please let us know if your child has been exposed to any communicable diseases. If they have other siblings with infectious diseases (gastro, measles, etc.) please consider keeping your child at home to minimise the risk of transmission to the entire group.

Anaphylaxis / Asthma Management Policy

The Centre is committed to providing, as far as practicable, a safe and supportive environment in which children at risk of asthma attack or anaphylaxis can participate equally in all activities.

Policy is in place to minimise the risk of an anaphylactic reaction occurring at the Centre. Staff are trained to respond appropriately and competently to anaphylactic reaction. Whenever a child with severe allergies is enrolled at the Centre, or newly diagnosed as having severe allergies, all staff will be informed of the child's name, the child's action plan and the location of the child's adrenalin auto injector.

If your child has an Action Plan, or other medical conditions on enrolment, please provide a copy of the Plan or written details from the child's doctor to our staff. Please ensure the Plan has appropriate responses to the condition and clearly labelled medication. Ventolin and Adrenalin (EpiPen) should also be provided to staff at the commencement of Playschool.

Upon enrolment a Risk Minimisation Plan will be written up and put in place regarding your child's medical condition. All staff will be briefed on this plan, and the Director will check at the beginning of every term to ensure there have been no changes in the past 3 months.

Nutritional Policy

The Centre recognises the importance of healthy eating for the growth and development of young children and is committed to supporting the healthy food and drink choices of children at the Centre.

Birthdays

Children may celebrate their birthday at Playschool by bringing cupcakes or a similar food item to share with the other children. If you bring cupcakes to celebrate your child's birthday, please see staff prior regarding allergies or dietary requirements of other children at Playschool. Please be aware of our nutritional policy and that we are a **nut-free zone**.

Children's Library

We offer a children's library. Please feel free to borrow books whenever it suits you and your child. Please provide a library bag to help protect the books travelling to and from Playschool. The Centre also has a Parenting Library. See our administrative staff if you would like to borrow any books.

Excursion Policy

We seek to provide children with opportunities available to us on Duntroon and other events of educational benefit. Parents will receive at least one week's notice of upcoming events, and a reminder will be provided by email.

Photography

Parents/Carers are advised that photographs may be taken of their children/family at the Centre. We ask that you complete the Photography at Duntroon Community Centre Consent Form when enrolling your child. Parents/Carers should note that during the year there may be occasions when other families may wish to take photos and/or videos of children participating in events at the Centre. Anyone wishing to take photographs is asked to speak to our staff beforehand. If you have any concerns regarding the photography or videography of your child, please speak with the Playschool Director.

Toileting

Playschool supports children who are developing independence when toileting and understand if children have accidents. We will encourage children to be independent and provide opportunities during the session to go to the toilet, allow children to go to the toilet when the child feels the need to go, assist children with clothing if needed and support and guide them.

To be eligible to attend Duntroon Playschool, children are expected to be fully toilet-trained as staff ratios and resources are insufficient to handle children who are not toilet-trained. If your child soils themselves frequently, a staff member will call you to come back to the Centre to change your child as staff members are unable to be absent from the Playschool room for extended periods. Thank you for your understanding and cooperation.

Hygiene Policy

There are a range of hygiene methods used in the Centre to minimise cross infection. The Centre ensures staff and carers wash and dry hands regularly and children wash their hands on arrival, before and after snack time and after toileting. Toys and equipment are washed and disinfected regularly, facilities are kept clean, hygienic toileting methods are used, and we encourage families to keep unwell children at home. Signs are displayed about Playschools hygiene methods throughout the Centre.

Emergencies and Evacuations Policy

The safety of children and staff is paramount. To ensure we can respond swiftly and appropriately in an emergency, and evacuate the children, if necessary, we have emergency and evacuation procedures in place. We practice these procedures twice a term. The dates are recorded and filed at the Centre. DCC staff are responsible for the evacuation of children from Playschool.

Emergency Lockdown Procedure

A lockdown occurs when there is a severe natural disaster or threatening situation at the Centre or on the Garrison. All staff and children congregate indoors in the Playschool room or appropriate area in a secure place as far away from windows, doors, or situation as possible. All blinds are drawn, windows and doors locked. Whilst the Centre is in lockdown, no phones, computers, or other technology is to be used. All mobile phones are to be turned off or put on silent. All staff are to try and remain as calm as possible and initiate a normal group activity that will maintain a calm environment for the adults/children.

Management Committee

A voluntary committee manages the Duntroon Community Centre which operates the Playschool. All parents are encouraged to offer their services as members of the Committee, and all parents are invited to attend committee meetings held each month at the Centre. Fresh faces and ideas are an important part of keeping the Centre an interesting and exciting place for everyone.

Grievance Policy and Procedure

Please see the Parent Information Folder for staff for a copy of the Member Complaints Policy.

If you have any questions, concerns, complaints, or feedback please feel free to speak to the Playschool Director (Jill Oborn) on (02) 5131 1715 or email

playschool@duntrooncommunitycentre.org.au . Additionally, you can contact the DCC

Coordinators (Carmel Sutherland and Melissa) on the above number or email

coordinator@duntrooncommunitycentre.org.au or Management Committee via email at committee@duntrooncommunitycentre.org.au

We hope you enjoy your association with Playschool and the Duntroon Community Centre – we look forward to greeting you soon.

Please see the Parent Information Folder or staff for further details regarding any of the Centre policies.

Thank you and welcome to Playschool

