MAGILL KINDERGARTEN
Operational Policies and Procedures
Parent Help Policy

POLICY
At Magill Kindergarten, we value the help that parents can give to our preschool and preschool children.

We also understand that parents value being involved in their child’s learning environment during their transition to formal education.

We believe that willing parents can bring interest and diversity to the preschool program as well as provide opportunities for small group and individual activities which, given the need of staff to supervise the whole group of children, would be more difficult to program for. Some children learn fine motor, gross motor and social skills more effectively in small groups with an adult helper and encourager.

Parent Helpers may also be involved in supporting the kindergarten through tasks such as cleaning, receipting or contributing to the Governing Council or other committees and projects.

Regular Parent Helpers will be required to undertake police checks relevant to working with children.

Parents are not required to deal with children’s behavioural issues, but should refer those to staff. Parent Helpers are required to keep any information they learn about children in the course of their work at the kindergarten confidential.

PROCEDURES

For Parent Helpers working with students
- Parent Helpers sign the Visitors Sign-In sheet and wear a Parent Volunteer badge to identify them to other visitors to our kindy
- Parent Helpers will be asked to supervise activities set by the staff according to the preschool learning program for the children to participate in
- If the activity has been completed, Helpers may choose another activity or see staff to identify another relevant activity
- Parent Helpers are asked to refer problems you may have with children’s behaviour to staff for them to deal with
• Parent Helpers should encourage children’s social skills by expecting good manners (e.g. taking turns, saying please and thank you, hello, goodbye, telling you their name, being friendly, making eye contact, following rules, negotiating with peers, remaining on task, listening to instructions). Not ALL children have developed these skills so we are patient but firm in our expectations.

• Parents involved in cooking activities are asked to observe hygienic practices.

• At the end of the session, please help tidy up the activities and equipment used by the children.

• Refer any problems to the Teacher or Director present on the day.

• Return your badge to the box provided before you leave.
  
  • Have fun with your child and friends.

For Parent Helpers working on other tasks:
• Parent Helpers sign the Visitors Sign-In sheet and wear a Parent Volunteer badge to identify them to other visitors to our kindy.

Thankyou for your contribution to Magill Kindergarten.

Governing Council Endorsement: ___________________________ Date: ___________________________