



## Beaumaris Children's Playhouse

### Information for Supervisors

When supervising, please remember that Playhouse aims to provide a safe, nurturing and enjoyable environment for pre-school children and their carers. Don't hesitate to ask a committee member (purple name badges) if you have a query.

<b>DAILY DUTIES</b>	
<b>Opening Playhouse</b>	<ul style="list-style-type: none"> <li>• Be at the Playhouse by 9.30am for morning and 2:00pm for afternoon sessions. The front door key is within a coded security box on the left hand wall inside the front gate. (In the event of a problem with accessing this key, a master is held at the Milk Bar in the Balcombe Park shopping strip) Once opened, please return the key to the security box and lock it.</li> <li>• <u>On Mondays</u>, collect 4 litres of Rev and 2 litres of whole milk from the Milk Bar.</li> <li>• Sign-in indicating you are Duty Supervisor, and put on a Duty Supervisor badge.</li> <li>• Turn on lights, heaters and fan as required.</li> <li>• Tick duty members off the roster (located at the front desk) as they arrive. Ensure duty team wear 'Duty' and 'Child on Duty' badges. If a member has not turned up for duty, over 20 minutes late is also regarded as a 'no show', complete a 'no show' letter. (letters and instructions are in a folder at the front desk)</li> <li>• Organise your duty team to complete the daily duties (see small laminated cards on front desk). Ensure a range of both indoor and outdoor children's activities are set up. If there are fewer than 3 people on duty, ask other members present to help out.</li> <li>• As members arrive, ensure they sign in the attendance book and wear their name badges.</li> </ul>

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Activities need to be maintained over the course of the session. Encourage your duty team and visiting members to tidy up after their children. But be realistic – children make a mess when having fun!</li> <li>• <u>Morning supervisors only</u> make duty reminder calls to each member of the next day's duty team – AM and PM duties.</li> <li>• Ensure the letterbox is emptied and distributed in the appropriate pigeonholes. Committee pigeonholes are on top of the fridge in the kitchen. (If in doubt place items in the Secretary's pigeonhole)</li> <li>• Check and restock if necessary, scrap paper at front desk, supplies of soap, paper towels, toilet rolls, coffee, tea, sugar, cleaning sprays etc (see 'Stocks and Supplies' page 3).</li> <li>• Playhouse is a pre-school facility. Older siblings – ages 5 to 16 who attend school, may not attend Playhouse during school holidays or at other times. If a member brings along older children – school age to 16, please remind them of this rule and refer the matter to the President for further clarification.</li> <li>• Assist new members and provide a quick 'induction tour' if necessary.</li> <li>• Show prospective members around (see information overleaf).</li> </ul>
<p><b>Closing Playhouse</b></p>	<ul style="list-style-type: none"> <li>• Ensure duty team commence clearing up the Art Room at 11:30am for morning or 4:00pm for afternoon sessions.</li> <li>• Do not allow members to start packing up the inside toys until 11:45am for morning or 4:15pm for afternoon sessions.</li> <li>• Ensure duty team pack up outside toys and check the condition of the cubby.</li> <li>• Ensure that the blower (located in the art room cupboard, battery in the kitchen on charger) is used to clear sand and bark from the paths and bike track.</li> <li>• Check that the kitchen is clean and that the scraps have been placed in the bin.</li> <li>• Dirty tea towels and towels are to be placed in the laundry bin located in the adult toilet.</li> <li>• Clean coffee machine as per directions on the cupboard door and count money from the jar. Place money in yellow envelope near coffee machine and record in cash box.</li> <li>• Playhouse should be packed up by 12.00pm for morning or 4.30pm for afternoon sessions, ready for the cleaners to start work. Encourage members to leave on time.</li> <li>• <u>Thursday supervisors</u> ensure the rubbish bins are put out.</li> <li>• Ensure that the toy and maintenance sheds have been locked and the keys have been returned to the front desk.</li> <li>• Ensure that children's toilet door has been locked.</li> <li>• Turn off lights, heater or fan as required.</li> <li>• Check that the back door and children's toilet door are locked and that all the windows are closed.</li> <li>• On leaving, ensure the master key has been returned to the security box. (the cleaners have their own keys and if they have not arrived by the time you are ready to leave, please turn the snib on the inside of the door and test the door handle to make sure it is locked)</li> </ul>

<b>ADDITIONAL DUTIES</b>	
<b>Enquiries from prospective new members</b>	<ul style="list-style-type: none"> <li>• <u>For telephone enquiries</u>, provide a brief description of Playhouse and how it works. Invite them to visit Playhouse on a morning that is convenient. Prospective members should be discouraged from visiting on special event days.</li> <li>• <u>For in-person enquiries</u>, give them a quick tour and invite them to stay for the rest of the session. They may choose to stay for the remainder of that day's session or return at a later date. On this free visit, please ask them to sign in the attendance book and issue them and their child with a visitor badge.</li> <li>• If the person is interested in becoming a member of Playhouse, direct them to the website to complete an enquiry email. This will be automatically sent to the Membership Co-ordinator.</li> </ul>
<b>Processing Membership Enrolment Forms</b>	<ul style="list-style-type: none"> <li>• Follow the directions in the New Members' Folder. (located at the front desk)</li> <li>• Collect the appropriate fee – check the fee schedule located at the front desk and follow the Handling Money procedure below.</li> <li>• Place the Membership Form, the Roster Preference sheet and the Photography Consent form in the Membership, Roster Coordinator's and Newsletter Co-ordinator's pigeon hole (not in the cash box!).</li> </ul>
<b>Handling Money</b>	<ul style="list-style-type: none"> <li>• Payments are for membership, parties, books plus, music classes or afternoon groups.</li> <li>• People can pay the Playhouse using cash, cheque or via the internet.</li> <li>• Payment must be in full. If change is required, encourage the person to go to the Milk Bar for correct money.</li> <li>• In the event of hardship, individuals need to contact the President to make special arrangements.</li> </ul>
<b>Cash or cheque payments</b>	<ul style="list-style-type: none"> <li>• All cash or cheque payments at Playhouse must be placed in a stamped envelope. Envelopes are located at the front desk (spare envelopes and the stamp are in the office).</li> <li>• The details on the front of the envelope must be completed, including the member's full name PRINTED, amount paid, date and a description of what the payment is for.</li> <li>• The envelope must be sealed and signed by both the member and Supervisor.</li> <li>• Record details in the cash book (located above cash box) and deposit the envelope (cash or cheque) in the cash box (located inside the first white cupboard in the Art Room).</li> <li>• A separate cash box is now in place for book purchases. It is located opposite the old cash box.</li> </ul>
<b>Internet payments</b>	<ul style="list-style-type: none"> <li>• People paying via the internet must provide a print out of their transaction that includes their name, amount paid and date.</li> <li>• The printed copy must state the purpose (eg membership, booking or order) and be signed by the member and supervisor, recorded in the cash book and then placed in the cash box. (Internet payment print outs do not need to be placed in an envelope).</li> <li>• Do not accept an application form, booking or order without a print out.</li> </ul>

<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>• If the cleaners are unable to attend that day they will contact you as early as possible in the morning. You will need to organise your team to undertake the following tasks: <ul style="list-style-type: none"> <li>• Kitchen - wipe surfaces, vacuum and wash floor, empty bin and re-line with a new bin liner, put dirty tea towels in the laundry basket.</li> <li>• Toilets - disinfect and wipe over toilets, clean basins, vacuum and wash floors, empty bins.</li> <li>• Art room - wipe tables and sink, vacuum and wash floor, empty bin.</li> <li>• Main room - vacuum floor and wash vinyl area.</li> <li>• Turn off lights, heaters and fan as required.</li> <li>• Return the master key to the security box and ensure it is locked.</li> <li>• Turn the snib on the inside of the door and test the door handle to make sure it is locked.</li> </ul> </li> <li>• Note: The vacuum is stored in the art room cupboard and mops/buckets are in the adult toilet.</li> </ul>
<p><b>Stocks and Supplies</b></p>	<ul style="list-style-type: none"> <li>• Coffee, tea and sugar are stored in the kitchen.</li> <li>• Toilet paper, paper hand towels, tissues, rubber gloves, soap etc are stored in the cupboard opposite the baby playpen.</li> <li>• Coloured sponges and cleaning liquids are stored in their appropriate rooms.</li> <li>• Broom, dustpan and brush, mop and bucket are stored in the adult toilet.</li> <li>• Vacuum cleaner and bags are in the first white cupboard in the Art Room.</li> <li>• Restock scrap paper at the front desk. (available in the office)</li> <li>• If the Sanitary Napkin bin needs to be serviced, ring the number on the side of the unit.</li> <li>• Inform the Purchasing Officer via a note in her pigeonhole if any stocks are low.</li> </ul>
<p><b>Library</b></p>	<ul style="list-style-type: none"> <li>• Playhouse books may be borrowed. Sign out books as appropriate (refer to guidelines on the library borrowing folder located on top of the books shelf area).</li> <li>• When the books are returned they will also need to be signed in by the Duty Supervisor.</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• Consign to the lost property any items left lying about (including anything left at the front desk). Lost property is stored on the shelf in the baby pen.</li> <li>• Encourage members to hang bags on the hooks inside or out in the morning tea area; bags left lying on the ground are a potential hazard for young children/babies.</li> <li>• Set-up the baby area (located outside the kitchen). If necessary, please remind parents/carers that older children are not allowed to enter this area.</li> <li>• The office key is located inside the last white cupboard in the Art Room. The photocopier, label maker, Books Plus orders and stationery supplies can be found here.</li> <li>• Check the 'use by' dates on the milk and discard as appropriate.</li> <li>• Answer the telephone as required and respond to queries or pass on the relevant name and phone number of the person who can best answer the query.</li> <li>• Exercise judgement regarding the setup of outside toys. If the outside equipment is wet, use the towels in the adult toilet to wipe it down.</li> </ul>
<b>Accidents and Incidents</b>	Refer to the Emergency and First Aid Information sheet.
<b>Emergency evacuation procedure</b>	Refer to the Emergency and First Aid Information sheet.
<b>Fire Drills</b>	Refer to the Emergency and First Aid Information sheet.
<b>In the event of a break-in</b>	Refer to the Emergency and First Aid Information sheet.