

CHELSEA FAMILY NETWORK PLAYGROUPS



The Chelsea Family Network-CFN offers playgroups to families with children up to four years of age. Some of our playgroups run in collaboration with Harbor Area Early Intervention-HAEI, and some in collaboration with parents of our community.

The playgroups in collaboration with HAEI are facilitated by a trained early intervention specialist and a CFN Parent Co-facilitator. These groups are a mix of families enrolled in HAEI and Chelsea Family Network. Some of the children receive services for developmental delays or special needs. We offer a variety of groups for three main developmental stages. These groups are: a parent-child group for infants, a parent-child one for toddlers, two parents – child group for preschoolers and one parent-child open to a mixed age group.

The playgroups in collaboration with parents are facilitated by CFN parents. These facilitators have training in running playgroups and are CPR and First-aid certified. They also have participated in other playgroups with their own children.

Due to regulations from the Department of Public Health, children are required to have updated immunizations in order to be able to attend these groups. Chelsea Family Network requires parents to fill out an application. The documentation is needed BEFORE a child may begin a group.

We look forward to your participation in our playgroups. If you have any questions regarding this information please contact us at 617-887-0076.

**Playgroups provided in partnership with
Harbor Area Early Intervention:**

Reading & Talking Together@ Chelsea

Children 2 – 4 years old

Goals:

- ✚ To promote and stimulate language through reading and social activities: free play, circle time, art and crafts.
- ✚ Parents to explore an awareness of language development through appropriate children books.

Sunshine @ Chelsea

Children 2 – 4 years old

Goals:

- ✚ To create a structured environment in which children can safely play and learn through listening, watching, and doing.
- ✚ To model developmentally appropriate activities and play
- ✚ To have social interaction and communication with other children, parents, and group facilitators.
- ✚ To share information with each other regarding parenting techniques.

Laughing & Rolling @ Chelsea

Infants, 3 – 14 months of age

Goals:

- ✚ To stimulate overall development by providing exposure to a variety of toys, positions and equipments in a playful environment. The group combines free play and circle/snack time in order to work on fine motor, gross motor, cognitive, language, social and feeding skills.
- ✚ To share information with each other regarding parenting techniques.

Playgroups provided in partnership with Chelsea Family Network parents:

JOJO's Playgroup @ Chelsea

Children 1 – 3 years old

Goals:

- ✚ To create a structured environment in which children can safely play and learn through listening, watching, and doing.
- ✚ To model developmentally appropriate activities and play

- ✚ Parents to explore an awareness of language development through appropriate children books.

Caterpillars @Chelsea

Children 3-5 years old

Goals:

- ✚ To provide appropriate time to develop arts and crafts projects that involve different colors and textures, where the parents and children can have positive interactions.

Creative Minds

Children 5-8 years old

Goals:

- ✚ To create a structured and relaxed environment in which children & parents can explore art and it's relation with science and literacy.
- ✚ To build vocabulary related to art & science
- ✚ To encourage participants to express their comments about others work in a constructive way.

GROUP:

DAY AND TIME:

PLAYGROUP FACILITATOR:

PHONE NUMBER:

PARENT CO-FACILITATOR:

SESSION DATES:

FCN PLAYGROUP LOCATION:

___CAPIC Head Start (67 Crescent Avenue, Chelsea, MA)

IMPORTANT INFORMATION FOR PARENTS JOINING A PLAYGROUP



In order to participate in a Chelsea Family Network's Playgroup, you must be a Chelsea resident and have at least one child under four years of age.

Please inform the Chelsea Family Network's coordinator if you are unable to continue with the group for the term you are registered or if there is any change in your personal information (address, phone, etc).

We hope that this information will help you to understand your child's involvement in the group and answer some questions you may have.

POTENTIAL ACTIVITIES:

Although the daily schedule may change during the course of the playgroup, the components of the groups are standard.

1. FREE PLAY

As an important and substantial part of the group experience, this portion will allow us to focus on developmental skills in a play setting. Free play is a good time to emphasize peer interaction, play skills and problem solving.

2. CIRCLE TIME

This group activity helps children gain new language, imitation, social and attending skills. Many of the activities will use music and songs that you may wish to try at home.

3. SNACKS

At snack time we will work on language and independent feeding skills.



4. OUTDOOR/GROSS MOTOR PLAY

Local playgrounds are used for the exercise of large muscles. We will emphasize balance and movement to help children become more independent and competent in negotiating their environment.

OTHER ACTIVITIES:

Literacy activities Sensory activities Art activities

PARENT PARTICIPATION

Our playgroups are for parents with their children. Parent's main role is to be their children's first teacher. Parents are welcome to bring nutritious snacks, facilitate an activity (reading, art, etc), help the facilitator with projects.

PARTICIPATION/ATTENDANCE POLICY

Parent participation is required in all playgroups. Your commitment with the attendance to the playgroup you are registered at is fundamental. If you are unable to attend for one week, please call the group facilitator to let him/her know. In case that you miss more than two consecutive weeks without contacting the Chelsea Family Network (CFN) or the group facilitator, your space will be given to another family.

Our playgroups run with at least three families. If there are only two families or less attending for two weeks in a row, the playgroup will be cancelled until further notice.



SNOW POLICY



When The Chelsea Public Schools or The Revere Public Schools are closed due to bad weather, the playgroups are cancelled. If you are unsure if there is a group, please contact the CFN office or the group facilitator.

PEANUT FREE POLICY

Our playgroups will NOT serve peanut butter or any peanut products because some children in the program may have an allergy to peanuts. If your child has a food allergy please bring a note from your doctor explaining what the allergy is.

EMERGENCY PROCEDURES



During the first day of a playgroup the facilitator will explain what the emergency procedures are. Specific sites might have specific procedures. Each site has a First aid kit in an accessible place. Look for the universal symbol (red cross).

All of our facilitators are CPR and First aid trained. In an extreme emergency please call 911.

ILLNESS POLICY

1. Mild Illness: Children with mild illnesses may attend playgroups with prior approval. These illnesses include non-infectious diseases and mild colds. Parents should notify the program if they are bringing their child in with a cold or other mild illness.
2. Children and parent should not attend playgroups if they have:



- Two or more episodes of diarrhea
- Fever above 101 degrees
- Persistent vomiting
- Any of the following conditions:

Chicken pox, hepatitis, strep throat, conjunctivitis, head lice, impetigo, scabies.

If you or your child develops any of these symptoms, you will be asked to leave the group for that day.

TOILETING AND DIAPERING PROCEDURES



Toileting and diapering activities will take place in a designated area with a sink nearby. Children will be diapered on changing surface covered with disposable sheeting that will be changed between each diapering. The child will be cleaned with a disposable cloth (such as “wet wipes”, etc.) and a new disposable diaper will be put on. Parents must provide their own diapering supply.

Wet diapers, disposable sheeting and used wipes are placed in a plastic bag and parents are asked to take those with them or dispose properly.

Disposable gloves are provided and parents are encouraged to use them. Gloves will not be used as a substitute for hand washing.

LIMIT SETTING

The following limit-setting approaches may be used by facilitators in collaboration with parents and are meant to be positive rather than punitive. Our goal is to provide a positive and supportive group learning experience.



1. Prevention: By maintaining a well supervised, stimulating environment, many behavior problems can be avoided.
2. Redirection: Help children to get involved in alternative activities rather than ones where they can act inappropriately. For instance, redirecting a child to a carrying game that requires two hands would prevent him to throwing toys if throwing toys is a problem.
3. Modeling. Demonstrate expectations of appropriate behaviors to make them clear to the child. Reinforce children—with praise, additional play materials etc.-who are acting as positive role models.
4. Reinforcement. “Reward” behaviors that are within acceptable limits often and in a variety of ways.
5. Time out. For toddlers, this can simply mean a brief (ten seconds) removal or turning away from an activity. This should not be punitive.

6. Set clear limits. By hand holding or physical prevention-for behaviors that are unsafe, such as running into the street etc.
7. Give children choices. Presenting children with a range of acceptable behaviors will allow room for positive behavior. Give children time to join in on group activities.
8. Have reasonable expectations. Keep in mind the broad range of human behavior, individual abilities, and preferences.
9. Ask for help from co-workers and superiors if a child's behavior is becoming a problem.
10. Never use or threaten to use corporal punishment or other cruel or severe punishment, humiliation, verbal abuse, food denial, or force-feeding. Never punish a child with soiling or wetting themselves or refusing to use a toilet.

NOTE: if your child needs an specific medicine in case of an allergic reaction you are responsible for bringing the medicine to keep it on-site

**Please complete the following forms
to register your child for A playgroup**

Registration Form: Please fill out all information including an emergency contact in the event we are not able to communicate with you in an emergency situation.

Permission Forms: Please sign the consent form for referral and release of information, and the photograph permission form. If you are not comfortable with this permission form, you do not need to sign it.

Certificate of Immunizations: You must bring a copy of your child's immunization record that is up to date, before your child can start a group.

Goal Page: Please respond why you want your child to attend our playgroups.

**Please return these back to the office once you have them completed! You will be contacted with a start date for the group once we have all the necessary information.
Feel free to call us with any questions.**

REGISTRATION FORM

FAMILY INFORMATION

Date: _____

Parents Names:

Mother _____

Home Address _____

Home phone _____

Work phone _____ Hrs. at work _____

Email Address: _____

Father _____

Home Address (if different from Mother's) _____

Home phone (if different from Mother's) _____

Work phone _____ Hrs. at work _____

Email Address: _____

OTHERS IN FAMILY/RELATIONSHIP

EMERGENCY CONTACT INFORMATION:

Name _____

Relationship _____

Address _____

Phone number _____

Name _____

Relationship _____

Address _____

Phone number _____

CHILD'S PHYSICIAN/CLINIC _____

PHONE NUMBER _____

What languages does your child speak at home? _____

| Child's Name | Date of Birth | Place of Birth |
|--------------|---------------|----------------|
| | | |
| | | |
| | | |

MEDICAL INFORMATION

Is this child taking any medication? _____

If so, What? _____

Is the child allergic to anything? _____

If so, What? _____

Has the child ever had any kind of surgery? _____

If so, What? _____

Any dietary needs?

Medical Insurance Name:

CHILD RELEASE (Other than parents)

I _____ authorize the following people to bring my child to playgroups and Chelsea Family Network activities.

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Signed: _____

(Parent or Guardian)

Date: _____

CONSENT FORM FOR REFERRAL AND RELEASE OF INFORMATION

I _____ hereby give permission for staff from The Chelsea Family Network to communicate with the following agency/agencies regarding information about my involvement and progress with Chelsea Family Network Services.

- Harbor Area Early Intervention
- ROCA
- WIC Program
- Other

This information exchange is for the purpose of providing the following service/s:

- Playgroups
- Parent Support Groups
- Home visiting
- Education/Training
- To receive mailings
- Other

AUTHORIZATION OF RELEASE OF INFORMATION

In order for the Chelsea Family Network to provide quality services to our clients, we request your permission to confer with the agency/agencies named on this form to monitor use and effectiveness of referral. Signing this release of information will allow The Chelsea Family Network to share information concerning use of requested services for the individual and/or family. The release of information is effective for one year from date below.

Parent Signature

Date

PERMISSION FOR PHOTOGRAHS AND VIDEOTAPES

Child's Name: _____

I give the staff of the Chelsea Family Network (which includes contracted agency staff) permission to take photographs of my child at play while he/she is attending any Chelsea Family Network activity. The photos may be used for the following purposes:

| | | |
|---|-----------|----------|
| Wall display: | YES _____ | NO _____ |
| Newsletters: | YES _____ | NO _____ |
| Newspaper article in local newspaper: | YES _____ | NO _____ |
| Videos: (used for public relationship): | YES _____ | NO _____ |
| CFN Website: | YES _____ | NO _____ |

Parent's Signature: _____

Date: _____

VACCINES

For all children, the most recent vaccines record is necessary to enter the playgroup!

Children cannot be involved in center-based services until we have their vaccine records. We require TB testing and encourage lead screening on all children. If the child is behind in immunizations, please indicate why.

All Children who are 18 months old or older are required to have Hib vaccines.

GOAL PAGE

WHAT I HOPE TO GAIN FROM THE CHELSEA FAMILY NETWORK PLAYGROUP IS:

- One on one time with my child
- Talking with other parents and facilitators about parenting techniques and ideas
- Time for general conversation with other parents
- Participating in a structured environment with my child
- Facilitating a group activity
- Other goals

WHAT I HOPE MY CHILD WILL GAIN FROM THE PLAYGROUP IS:

- Developmental Stimulation:
 - Gross Motor (Big muscles)*
 - Fine Motor (Hand-eye coordination/Small muscles)*
 - Language Development*
 - Expressive (Saying)
 - Receptive (Understanding)
- Social/ Emotional Development
 - Play skills*
 - Interaction with peers*
- Self-care Skills
 - Feeding*
 - Toileting*
 - Dressing*

- Responding to limit setting
- Participating in art activities
- Exposure to a structured environment
- Participating in circle time
- Other goal _____

WHAT TYPES OF INFORMATION ARE YOU INTERESTED IN HAVING ACCESS TO?

COMMENTS/IDEAS
