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**Marmion Warwick Playgroup Inc.**

**2018 Handbook**

[www.marmionwarwickplaygroup.com](http://www.marmionwarwick.websyte.com.au)

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*Playgroup enables families to learn, develop and socialise within our community in a fun, relaxed and safe environment.*

Dear Marmion Warwick Playgroup Members,

Welcome to our community!

Playgroup is a great way for parents and children to socialise and explore their environment.

We aim to provide a non-discriminant, friendly and safe place to meet and form friendships and watch our children grow.

We offer a wide range of experiences to develop small brains and bodies and have lots and lots of fun along the way!

We are very fortunate to have such a beautiful space and committed group of volunteers organizing our playgroup. I know I look forward to my Playgroup day and so do my kids. The extra ‘events’ throughout the year are a fantastic bonus. It’s been a wonderful experience for us and I hope you get as much out of it as I do!.

Like those before me, I am always open to feedback and suggestions to make our space even better!

See you at the Annual General Meeting .

Enjoy :-)

Kylie Wheeler.

President 2018.

***Marmion Warwick Playgroup 2018***

**ABOUT US**

Marmion Warwick Playgroup Inc. is a not for profit organisation established in 1991. The playgroup is managed by an elected committee of volunteers. The committee is made up of parents whose children attend the playgroup.

The committee is responsible for the everyday running of the playgroup and manage purchasing of equipment, improvement projects, maintenance and collection of fees.

**OUR AIM**

Our aim is to provide you and your children with a safe, friendly and stimulating environment. We are committed to improving the playgroup facilities and will endeavour through fundraising to develop our indoor and outdoor areas.

Our playgroup is also committed to playing an important role in connecting and supporting the community.

In order for the playgroup to run smoothly and ensure we meet council and insurance requirements, playgroup has a number of guidelines (listed in this handbook).

Ultimately we hope to achieve maximum enjoyment for all families attending playgroup. Please contact us if you have suggestions or wish to help further.

**GUIDELINES AND MEMBER RESPONSIBILITIES**

Playgroup is parent run. Each group is organised by a “group leader” who volunteers for one term. The Group Leader’s role is an important but not a difficult one. The key responsibility of this person is to communicate information to the group members. A Group Leader is a spokesperson for the group not someone who runs the group. The group operates as a team organising activities and cleaning together.

Each group is responsible for a weekly task. Group Leaders are responsible for making sure these tasks are completed each week.

**ATTENDANCE RECORDS**

Upon arriving for your playgroup session the attendance book **MUST BE FILLED IN AND SIGNED** for each member.

This attendance record is crucial for insurance purposes. If you do not sign in, any liability for accidents is void by the Playgroup WA insurance cover.

**2018 ANNUAL GENERAL MEETING - ATTENDANCE IS COMPULSORY.**

The AGM will be held on Tuesday the 13th of November 2018 at 7:30pm at The Carine Tavern. (Put it on your calendar now!)

The AGM is crucial to the running of Marmion-Warwick Playgroup. It’s a time we report to all the members our financial status, reflect on achievement during our year together and elect our new committee. All committee members are volunteers who are juggling children just like every other member and without a committee there would be no playgroup to exist.

Please consider joining the committee before attending the AGM. It feels great to give something back to our playgroup.

At the AGM we also collect fees for the following year and any discounts reimbursed to you are based on attendance.

**GENERAL MEETINGS**

Regular General Meetings are held throughout the year to discuss playgroup issues. Group Leaders are required to attend every second general meeting held during their term or to arrange someone to represent their group. Each group must be represented by at least one person. This is important as it keeps each group up to date with issues and allows all members input into the running of the playgroup. All members are welcome to attend meetings. Any issues you would like raised at the meetings can also be directed to your Group Leader or placed in the President’s pigeonhole. General Meetings are run in the playgroup room from 7.15pm - 8.30pm (see dates below).

DATES FOR GENERAL MEETINGS ARE POSTED ON THE COMMUNICATION BOARD.

BE SURE TO CHECK THE COMMUNICATION BOARD FOR GROUP TASKS AND YOUR NEXT GENERAL MEETING.

**MEMBER RECORDS**

Please inform the General Coordinator or your Group Leader (via group session sheet placed in folder each term) if any of your personal details held are incorrect or have changed so that records may be updated. Please advise details (name/birth date) of any new babies and even pregnancies when appropriate. This is important for insurance purposes. If you have a friend who wishes to join your or another group then please ask them to contact the New Members Officer, as there may be a waiting list.

Email: mwnewmembers@gmail.com

Phone:

As members leave, the New Members Officer will automatically be placing people from the waiting list into new sessions according to ages of children.

**ANNUAL EVENTS**

Each year the volunteer Events Organiser works hard to throw great parties utilising profits from fees for a great day out filled with fun.

Annual events are fully funded by the playgroup and may include bouncy castles, animal farm, horse and cart rides, craft activities, face painting and more.

**CLEAN UPS**

Each year your group is scheduled to clean up once. Each member must attend one **COMPULSORY** clean-up during the year. *If a member fails to attend one clean up their membership may not automatically be renewed the following year if there is a waiting list.* Clean-ups are vital for the health and enjoyment of your children & they are also a great way to become familiar with the many resources the Playgroup room has to offer.

The Vice President of the committee will advise of your groups clean up date and if the date is no good arrange an alternative clean up time.

Please do not attempt to fulfil your clean-up responsibilities during your regular session as it is felt that a thorough clean is not possible with the children present. The shed must also be cleaned out thoroughly, but due to no light needs to be done during the day.

If you only have a few members in your group it is unfair for you to wash every single toy at playgroup. So 2 hours of cleaning is satisfactory, if there is a particularly dirty/ used/ disorganised area that should be the focus. (eg. indoor cubby, slide and mat)

If you are experiencing difficulties, please communicate with us.

**STOCKTAKE**

Members of the committee will undertake the stocktake of the playgroup. Therefore they will not be required to attend the clean-up night.

While in playgroup children have the opportunity to participate in:

**CREATIVE PLAY**

Art experiences such as painting, cutting, drawing, play dough.

All these provide a means of self-expression and helping to develop the language to classify, sort and group things.

**DRAMATIC PLAY**

Dress ups, roleplaying in the home corner, or with dolls, prams, etc.

This kind of play gives the child the opportunity to work out problems and to show feelings and emotions. Later, children will choose the right words and body language to communicate their feelings and needs.

**PHYSICAL PLAY**

Outdoor play, climbing, ball play, sand play, digging, tunnel, large building blocks, etc.

Success in motor skills leads to self-confidence, and this leads to better performance. Later children learn to pay attention to position, order and direction, which are key ideas in mathematics.

**MESSY PLAY**

Water, slime, goop, finger painting, etc.

They gain sensory experience with the different textures and totally enjoy themselves. Noticing and studying shape is important for learning geometry later.

**WHAT TO BRING TO EACH SESSION**

• A drink with your child’s name clearly marked.

• A healthy snack or lunch e.g. apple, banana, cheese, sandwich.
*NOTE: We are a ‘nut aware’ Playgroup.*

• Sun hat or coat with your child’s name clearly marked. (Sunscreen is provided in the kitchen)

• Spare change of clothes.

• Spare nappies for nappy changes, wet ones etc.

We provide tea and coffee facilities (including decaffeinated options). We also provide filtered drinking water and popcorn. These are kept in the cupboard above & below the sink, along with cups. Plastic cups and plates are provided for the children. Consumable stock is replenished by a committee member as needed. If you notice stock is getting low, please communicate by writing items on the board in the kitchen.

**ACTIVITIES & CRAFT MATERIAL**

Most children enjoy participating in activities such as play dough, painting and pasting. Simple ideas for an activity are usually enjoyed the most. Ideas for activities are contained in the craft file, books and leaflets around the playgroup room. Please make use of the many craft materials located in the playgroup room.

Glue is located in the craft cupboard. Painting equipment, smocks and bubbles are located under the kitchen bench, opened with the magnetic “keys” kept on the hot water service in the kitchen.

PAINT POTS, BRUSHES AND EQUIPMENT MUST ALL BE CLEANED AND RETURNED TO THE CUPBOARD READY FOR THE NEXT SESSION.

***Please keep the craft cupboard neat and tidy.***

 **END OF SESSION CLEAN-UP**

The basic rule of thumb is to leave the room looking the way you would wish to find it. Guidelines are posted in the playgroup room. Please ensure the following:

* Outdoor equipment is locked in the shed.
* Sandpit cover is covering sand for safety reasons.
* Heaters/fans are off.
* Blinds are down and lights turned off (switch is in hallway)
* Please vacuum and mop floors
* Take your rubbish with you and place new bin liner in bin for next session.
* Any surfaces which have been touched by foods need to be wiped over to prevent harm to children with allergies.
* Doors/windows are locked, keys are returned to security box (lock box code is given at orientation by New Memberships Officer) ***Do not leave dial on the code***

***Please be considerate to all groups, we are all juggling small children and time.***

**PURCHASING POLICY**

Group members are asked not to make purchases (e.g. craft material, books etc.) with the expectation that they will receive reimbursement. Requests for craft materials should be forwarded to the consumables or asset officer via email or list on the board in the kitchen. Any other purchases must first be approved by the committee via the President or Treasurer.

**REMOVING ITEMS FROM PLAYGROUP**

All members are asked to not remove any items from the playgroup room. With so many groups through the centre each week all members need to be able to rely on items being available at all times. (This especially applies to costumes!)

 **DAMAGED AND BROKEN TOYS**

All assets are kept track of on an asset register for insurance purposes. If a toy is broken/ damaged for safety reasons, please place it in the “broken toys” box near the door OR on top of the kitchen cupboards out of reach of children.

**GROUP SIZE & ATTENDANCE**

The capacity of the room is **26 PEOPLE**.

Each group will generally have 9-10 parents and a maximum of 15-16 children ,however this may vary depending on the number of children in each family. (You may find this many people in the room overwhelming)

Non-members/ trial members may attend playgroup as visitors for a maximum of two sessions (as stipulated by our insurer). If they then wish to join playgroup, it is most important that they are directed to the General Coordinator or New Members Officer

***Please do not allow new people to simply join your group. There is a waiting list. Playgroup is not a drop in centre.***

**TOILETS**

The toilets are situated in the Recreation Centre near the main entrance. There is a stool and toddler seat in the disabled toilet near the basketball court.

For those who are potty training a potty is available under the sink. Please ensure that you empty and disinfect it after use.

There is a change table in the disabled toilet near the basketball court and also one in the playgroup room. Please use a disposable hand towel and detergent to wipe over after use

**IMMUNISATION & SICKNESS**

Our playgroup recommends that all children be fully immunised. If your child contracts an infectious disease (including chicken pox, measles, mumps, rubella, conjunctivitis, influenza) you are required to keep the child home for the full incubation period.

If head lice are contracted please stay away from playgroup until effective treatment has been undertaken and the lice removed from the hair.

If in doubt, please consider others, especially when some playgroups have very young babies and pregnant mothers.

**SAFETY**

The First Aid Kit and the Accident Record Book are situated in the drawer under the microwave. For insurance purposes it is important that Group Leaders record any accidents that may occur at playgroup.

The fire extinguisher is on the wall near the kitchen.

If you suspect a child of being abused please contact your Group Leader or the President without delay. Our playgroup has adopted a child protection policy.

**SUN PROTECTION**

Parents must ensure that all children, when playing outside throughout the whole year, are adequately protected from the sun. It is recommended that sunscreen be applied, hats be worn at all times and appropriate protective clothing be worn. Sunscreen is provided in the playgroup room for use.

**SMOKING & ALCOHOL**

Our use of the playgroup room is contingent upon:

• No person being in an intoxicated condition whilst attending playgroup

• No alcohol being consumed on the premises.

• No smoking in any area of the playgroup room or outside play area

**PAYMENT OF FEES**

Playgroup fees are $148 per family per annum plus insurance/Playgroup Association fees of $35 per family per annum.

Your fees must be paid at or before the AGM to secure your place in the subsequent year.

If you belong to another Playgroup that is a member of the Playgroup Association you need pay the insurance ($35) only once and present the current membership card to the other Playgroup(s).

If you would like to join a second session and are an existing member, please express interest to mwnewmembers@gmail.com to be added to the waiting list.

Fees for a 2nd session will be discounted by 25%. You will not need to pay the $35 Playgroup WA insurance twice either.

Members who attend the **COMPULSORY AGM** receive a $20 discount on their annual fee.

***If you are a new member/ trial member fees must be paid within 3 weeks of commencement, payment methods are listed below. Members may risk losing their place in Playgroup if fees are not paid by this time. This rigid policy has been made necessary through past experiences with members and to avoid an inordinate amount of volunteer time being exhausted on fee collection.***

Please, if you are having any sort of difficulties paying fees, attending Playgroup due to ill health, holidays or the like, you need only contact the general coordinator/ new memberships officer to discuss the situation.

Heath Care Card / Concession Card Holders receive a discounted Playgroup WA Insurance Fee. Advise us on your enrolment form if this is you.

 **FEE REFUNDS**

If you can no longer attend playgroup please inform the committee. Refunds will be given on a term by term basis, but the Playgroup WA Insurance premium is not refundable.

**FEE PAYMENT METHODS.**

Payment on the night of the AGM (cash or cheque). Cheques made payable to:

Marmion Warwick Playgroup Inc. PO Box 2030 Marmion WA 6020

**OR**

Direct bank deposit to:

Marmion Warwick Playgroup Inc. BSB: #306 074 Account #4175600