

4. Supervision

Parents and carers are responsible for the supervision of their children at all times. Members should treat supervision and care responsibilities as they would in their own home and are encouraged to create a safe and happy environment for children to play and learn.

5. Maintaining our Facility

Each group is responsible for **opening and securing the Centre after every session**. Members are issued with padlock and alarm codes and are responsible for maintaining security of the centre and the codes. Note, the centre **must be alarmed and secured** if the centre is empty when you leave (even if other groups are due to arrive).

Main door entry code: _____
Alarm code: _____ followed by "all on" / "all off"
Padlock code: _____

Every parent/carer is responsible for their children's use of the toys, which need to be cared for like they were your own and always returned to the correct location. Each group is responsible for leaving their playgroup area clean and tidy by assisting with the tasks on the **following checklist at the end of every session**.

Inside

- Return all toys, books, CDs equipment to their designated storage areas
- Vacuum the centre (carpet, lino, couches)
- If bin is full, take rubbish out and replace with a new rubbish bag
- Shut all windows and doors
- Wash, dry and put away ALL dishes
- Wipe down bench tops, tables and the microwave
- Clean high chairs and play pods thoroughly
- Place furniture according to floor plan
- Take all dirty nappies home with you

Outside

- Return outside toys to shed/sand pit box (shake sand from toys)
- Collect rubbish and sweep outside area
- Cover sandpit and ensure shed and external doors are locked

If you notice that something is broken and needs repairing, there is a 'maintenance book' hanging under the kitchen whiteboard for members to complete.

6. Enjoy!

We hope you and your children benefit from the support, friendship and enjoyment that membership of the Elwood Community Playgroup offers.



Member Information Booklet 2009

www.elwoodplaygroup.org.au

1. Information for New Groups and Members

Playgroup is for pre-school aged children and their parents/carers. For **adults**, playgroup provides the opportunity to form friendships with other local parents going through similar experiences. For **children**, it helps them to expand their communication, social and motor skills during this important stage of rapid development.

Elwood Community Playgroup (ECP) has wonderful facilities and a great supply of toys and play equipment. There are two **indoor play areas** – the front area for baby and toddler playgroups (up to 18 months) and the back area for multi-age playgroups (older children and siblings) – and two adjoining **outdoor playgrounds**.

ECP operates playgroup sessions from Monday to Friday. Each playgroup is allocated a 2 hour time slot and meets weekly at a set time. Groups accept new local residents on a regular basis. ECP also accommodates a new playgroup every 4-6 weeks.

Individual playgroups should be structured to best suit the needs of the members. Playgroup Victoria can provide many ideas and resources for playgroup activities - www.playgroup.org.au

Throughout the year ECP runs various events. These are run by the Committee and supported by two volunteers from each group. In addition, weekend bookings of the centre can be made for ECP playgroup family sessions.

Detailed information regarding ECP's purpose, policies and upcoming events can be found on the website www.elwoodplaygroup.org.au – **all members are strongly encouraged to visit the website on a regular basis**.

2. Who manages ECP?

ECP is run by volunteers. By becoming an ECP member, each **family** agrees to pitch in. This ensures playgroup runs smoothly and the facilities and toys are well maintained.

A **volunteer committee** oversees ECP and comprises of a range of office bearers and a representative from each individual playgroup. The General Committee meets four times a year. The Executive Committee communicates regularly with all members via each group's nominated representative.

3. What are members responsible for?

ECP relies on all members doing their bit. Members are responsible for the supervision of children at all times, prompt fee payment, keeping up to date with ECP info (sent via email and on the noticeboards) and helping at working bees and events. All groups must ensure they behave in line with ECP policies and continue the good community spirit of ECP.

Groups or individuals not following ECP's rules or having unpaid membership fees risk being asked to leave the Playgroup.

Membership Fees

There is an annual fee which covers insurance (paid to Playgroup Victoria), tea/coffee costs and a fundraising levy for toys and equipment. If you are a health care cardholder or are suffering financial hardship you are entitled to a discount.

Insurance & Accidents

New members must pay their fees within **four weeks** of joining ECP to ensure that each family is covered by Playgroup Victoria insurance.

Each member must record their attendance whenever they are at the centre by signing in and out in the attendance register. This ensures accurate attendance records are current for insurance purposes. Failure to fulfil these requirements puts others at risk.

Any accidents or near misses must be recorded on an incident form and reported to the Secretary. Incident forms are located at the back of each attendance register. All members must familiarise themselves with the ECP accident and emergency procedures which can be found at the centre and on our website.

The Centre aims to be a NUT-FREE ZONE

Some children have serious allergic reactions to nuts. Therefore no nuts or nut products (eg Nutella, almond meal) are to be brought to the centre. If your child suffers from a serious allergy, please notify the Secretary and your group representative in writing so that all members can be advised. Although every effort is made to maintain a nut-free zone it cannot be guaranteed and it remains the responsibility of the parent/carer to ensure the safety of the child, including providing their child's medication in case of reaction (where the allergy is known). A copy of our Anaphylaxis Policy is on our website.

Member and group responsibilities

All groups and their members must contribute in the following ways:

1. Members must register attendance by signing in and out of the attendance register.
2. Groups must nominate two members as group representatives.
3. Groups must be represented at all Committee meetings by at least one member.
4. Groups must be represented by at least two members at working bees and events.
5. Groups must maintain the playgroup area.
6. Groups must submit membership fees by due date each year.
7. Groups must ensure new members are made welcome.
8. All group members are responsible for being aware of ECP policies.
9. Groups need to nominate 2 members to act as a "Fire Warden" and a "back up" in the case of an emergency/evacuation **at each playgroup session**.

Group Mergers and changes to allocated group times

Periodically ECP must merge existing groups – to maintain healthy group sizes (ensuring groups remain active and interesting) and to allow for new playgroups. Groups from the front of the centre may also merge with existing groups when they move to the back area. In addition to meeting their ECP responsibilities groups must have at least 10 paid members and maintain average attendance of 6 members per session. Attendance records are reviewed every 3-6 months and failure to meet these requirements will result in groups being asked to merge.