



North Ringwood Playgroup Inc. Member's Handbook 2022




Incorporation Number: A0011554X

ABN: 13 474 535 770

E-mail address: enquiries@northringwoodplaygroup.com.au

Phone: 0422 671 812

Address: Scout Hall, North Ringwood Reserve,
33A Wonga Road, Ringwood North, 3134 

Mel. Ref 49 K3

Mail: P.O. BOX 2315, North Ringwood 3134

Playgroup Number: 12428



Welcome!

We would like to warmly welcome you and your family to North Ringwood Playgroup.

Playgroup is a wonderful way to prepare your child for pre-school. It is a relaxed environment (although loud at times) where parents/carers can enjoy a cuppa and share parenting stories. Children can learn new play experiences and learn to play together.

Trust us, after the first few sessions your child/ren will be asking you “Are we going to playgroup today?”, and you will be wishing it wasn't only once a week!

Even though it is relaxed and enjoyable there are a few rules to avoid chaos. The following pages will explain all you need to know including our policies and parent/carer responsibilities.

If you have any questions, please send us an email or call our Enrolments Officer on the number above.

We look forward to seeing you around playgroup!

North Ringwood Playgroup Committee





North Ringwood Playgroup Information	4
Statements of Purpose	4
About our Playgroup	4
Session Information	4
Term Dates for 2021	5
Activity Programs at Playgroup	5
Under Ones	5
Mat Activities	5
Gross Motor Skill Activities	5
Table Activities	5
Other Activities	6
Wet Weather Activities	6
Outdoor Activities	6
What to Bring to Playgroup	6
Enrolments	7
Roles at Playgroup	8
Role of the Attendant at Playgroup	8
Member's Responsibilities at Playgroup	8
Policies	9
NRPG and Consumer Affairs Victoria Model Rules	9
Fees	9
Concession card Holders	10
Refundable Participation Deposit	10
Toy Levy	10
Siblings older than 4 years	10
Casual Fees	10
Absenteeism	10
Fundraising	10
Payment Methods	10
Insurance	11
Other important Information	11
Fire Drill Procedures	11
Notice Board	11
Accidents at Playgroup	11
Our Playgroup Song	12
Committee	12
Feedback	12

North Ringwood Playgroup Information



Statements of Purpose

- To provide an opportunity for children and their parents to meet in an unstructured environment.
- To provide stimulus in learning and social skills for children of pre-kindergarten status.
- To provide a meeting place for parents of young children at which they have the opportunity to share experiences.

About our Playgroup

The playgroup provides a variety of toys for different age groups. These include baby toys, puzzle boards, books, mini trampoline, dolls, ride on/in toys, trucks, train sets, puppets, shopping and kitchen setups and many educational toys. New toys are purchased and updated, so you may not even see the same toy twice in one term. The children can also play outside on the play gym/slide, in the boat, sandpit and cubby house, ride on the bikes, scooters and cars or on the rocker. Plus, lots more outside activities that are set up by the attendant. There is just so much for them to do!

Session Information

The sessions are two hours in duration and consist of a maximum of 26 children (inclusive of young babies).

Sessions are offered Monday to Friday:

- Morning Session: 9:15am to 11:15am
- Lunch Session: 11:30am to 1:30pm (*currently not running*)

A Tiny Tots session will be available if there are enough numbers. Activities are aimed at children aged 0-1 year and runs for 1 hour from 11:45 to 12:45.

The committee has the right to open or close a specific session if numbers are not adequate to cover the costs of operations. Should a session close every effort will be made to accommodate all members into an alternative session, or offered a pro-rata refund.

An example of how a session runs (weather permitting)

- *Indoor activities: planned by the Facilitator*
- *Morning tea / lunch*
- *Outside time: including planned activities, eg water play or tactile kitchen play*
- *Facilitator-led conclusion: song, story, bubbles and stamp to end the session*

At the start of each term you will be provided with a craft program and newsletter via our website or via email.

Term Dates for 2022



Term 1 (10 weeks)	31 st January	to	8th April
Term 2 (10 weeks)	26 th April	to	24 th June
Term 3 (10 weeks)	11 th July	to	16 th September
Term 4 (10 weeks)	3 rd October	to	20 th December SEP

Activity Programs at Playgroup

North Ringwood Playgroup has a multi-layered program specifically designed to accommodate children of ages and stages from 0 to 5 years old. Our activity program is designed by our coordinator/facilitator each term.

Under Ones

On a dedicated baby mat there is an assortment of toys to amuse and challenge babies and toddlers. Included in this assortment is a larger feature toy that changes each week. A playpen is also available (if needed).

Mat Activities

On the main mat we have two activities each week, one generally being a role-play experience (e.g. dress-ups, shopping, kitchen, dolls, trucks) and one a cognitive activity (e.g. mazes, blocks, Duplo, peg hammering sets). The book corner will also feature regularly.

Gross Motor Skill Activities

On soft fall mats several pieces of equipment rotate each term including mini trampoline, rockers, crawling tunnel, slide, foam blocks and balance beams.

Table Activities

We have several activities on tables. There are two craft activities that generally feature a structured and unstructured experience.

The structured activity is designed to challenge the skills and creativity of older children as they make a take-home item such as a fishing rod or puppet. Many younger ones enjoy sitting with you during these activities to help you make the item for the day and will readily take ownership and credit for the masterpiece produced!

The unstructured activity explores the many ways children can use paint and paste, and are suitable for children of almost any age. We use water-based paints, which will wash out if promptly washed in cold water.

The third table features fine motor skill experiences. Fine motor skill activities include playdough, puzzles, threading, magnetic landscape, felt boards and hammering.



Other Activities

In a separate dedicated area, we have big cars and smaller ride-on toys with a roller coaster that gets brought out every few weeks and are incredibly popular with our children.

Our Playgroup sessions finish with attendant led group time, starting with bubble machine fun and followed by songs, dancing, parachute and finishing with a story and stamps on the children's hands.

Wet Weather Activities

Our playgroup attendant will rotate the activities enjoyed at the beginning of the session, changing the table activities to include puzzles and colouring-in and the mat activities with alternative toys. The gross motor skills and cars will remain, with the tent, parachute, roller coaster or instruments possibly being brought out.

Outdoor Activities

We have an outdoor program in a fenced yard with fixed playground equipment, a sandpit, boat, motorbike rocker and a cubby. To this we add many toys each week such as bikes, balls, mowers, beanbags, trucks, wheelbarrows and a baby mat with interactive toy door and toys.

In the sandpit, we have a range of regular sandpit toys as well as a big box of kitchen equipment to go with our toy stove and messy tactile kitchen.

Each week features a special activity such as the dinosaur pit and tray of balls. In the warmer months we include bubbles and water play. The attendant will also organise some messy play at least once during the term.

What to Bring to Playgroup

- ✓ Hats and sunscreen for outside, for both parents/carers and child/ren during terms 1 and 4 (October – March)
- ✓ A drink for your child/ren
- ✓ Morning tea (morning group) or lunch (lunch group) for you and your child/ren (no egg or nuts)
- ✓ You may like to bring a change of clothes for any mishaps (smocks are provided for messy activities). Please be aware that outdoor Water Play activities are programmed on days of warm weather in Terms 1 and 4.
- ✓ A warm coat in Terms 2 and 3, we will run outdoor activities if it's cold but not raining.

We request that members do not arrive early to their session and to depart promptly from their session, as the Facilitator requires time to set/pack up the activities safely.



Enrolments

Upon joining the Playgroup, you will be asked to complete an enrolment form. All information supplied on this form will be kept confidential and will only be accessible by the North Ringwood Playgroup Committee.

If commencing part way through a term, once your enrolment form has been received by the Enrolments Officer, you will be issued with an invoice for your fee.

If you do not intend to continue/return to Playgroup during or at the end of a term please advise our Enrolments Officer via enquiries@northringwoodplaygroup.com.au or 0422 671 812. We otherwise assume you will continue to attend, and an invoice will be emailed.

New Mothers Groups are welcome. Please contact the Enrolments Officer for further information and enrolment forms.

Tiny Tots sessions aimed at children aged 0 – 1 year, do occasionally run throughout the year as a 1 hour lunch session, however, they are subject to demand.

In order to secure your child/ren's placement for the new year, all members are required to attend the Annual General Meeting (AGM) held in September/October. Upon arrival at the AGM, your enrolment form will be numbered. This will determine the order of priority when allocating session preferences. Enrolments are taken on a first in first serve basis.

For the new year, all places within the sessions become vacant and all sessions become open for enrolment. The committee will allocate positions based on enrolments received at the AGM and determine which sessions will be viable for running in the new year and advise members accordingly. You will receive confirmation of your new year place prior to the end of Term 4.





Roles at Playgroup

Role of the Facilitator at Playgroup

North Ringwood Playgroup is philosophically and structurally committed to having the presence of a paid, facilitator at your sessions. The role of the facilitator is to create an engaging and appealing environment in which members can spend time with their children. **They are not responsible for the behavioural management of the children.**

The facilitators role includes setting up equipment, toys and craft activities prior to the playgroup session and packing it all away at the end of the day. During the session the facilitator is available to help parents with enquires, ensure there is always a range of craft materials for children's use and administer first aid as required. It is also an administrative role and includes orientating new members, directing fundraising events and making sure that notices and fundraising orders are delivered in a timely fashion.

Member's Responsibilities at Playgroup

- ✓ We do ask all parents to take responsibility for ensuring their children show respect for others, stop any physical or verbal aggression and work together to maintain a co-operative environment. **You are responsible for your child.** If your child is causing distress or disruption during the session, please make an effort to do something about it. If you are not sure how to deal with the behavior, please refer to NRPG behaviour management guideline, feel free to ask some other parents and carers for advice, after all we have all been there!
- ✓ **The supervision and guidance of your child/ren at all times is required** (facilitators are not there to discipline children).
- ✓ It is the member's responsibility to clean up after their own child/ren's vomit, blood, faeces or urine spills.
- ✓ Reverse park your car in the car park. This is a safety precaution.
- ✓ All children, babies, carers and guests must be **signed in** as you arrive in the foyer. It is essential as the attendance book is used for a roll call in the case of an emergency.
- ✓ Parents should encourage their children to play carefully with toys and rough play is to be discouraged.
- ✓ Children are encouraged to sit at the tables during snack/meal times as running around while eating poses a choking hazard.
- ✓ Pay fees by the due date – failure to do so 14 days afterward will result in forfeiture of your place.
- ✓ Parents are required to wash and dry their own dishes, ie coffee cups.
- ✓ At the commencement of each term, nominate yourself on the morning tea roster.
- ✓ Please notify the Enrolments Officer if you are to be absent for more than 2 weeks
- ✓ The Annual General Meeting is held in September/October. Members are required to attend this meeting and session preference is given to those who attend. The AGM requires a quorum of 10% to make this meeting official.



Policies

Some of our policies, in the interest of all members, are as follows:

- ✓ Sick children should not attend Playgroup.
- ✓ If an adult/child has attended the Playgroup with a contagious disease, please notify the committee so they can warn other members. It is suggested that anyone who has not been immunised against this disease should not attend Playgroup until the risk of contracting the disease has passed.
- ✓ **No** smoking or alcohol in or around the Scout Hall (including the car park).
- ✓ Soiled nappies should be taken to the outside bin or taken home.
- ✓ We are a nut and egg allergy aware playgroup. Please note this when bringing food to Playgroup, including food for your own consumption. No nuts in or on any food, no peanut butter or egg in sandwiches. However, egg baked in a cake or slice is fine. This also extends to parents'/carers' morning tea.
- ✓ Children affected by head lice may attend once treatment has commenced
- ✓ No parking in front of the gates to the oval as maintenance on the oval is required.
- ✓ All cars to be reverse parked in the car park for safety purposes.
- ✓ North Ringwood Playgroup celebrate the following special days: Easter, Christmas, Father's Day and Mother's Day.
- ✓ North Ringwood Playgroup has a Sun Protection policy. Members are asked to bring suitable hats and sunscreen for themselves and their children in Terms 1 and 4.
- ✓ Further details can be obtained from the policy booklet located in the kitchen. Ask your Playgroup facilitator for access.

NRPG Model Rules and Consumer Affairs Victoria (CAV) Model Rules

As a member of North Ringwood Playgroup Inc. you are permitted to request and inspect the rules of our association. These can be obtained from the Model Rules booklet located in the kitchen in a green folder. Ask your Playgroup Facilitator for access.

Fees

		1 child	2 children (siblings)	3 children (siblings)	6-12m (sibling)
Regular Session	Full term	\$100.00	\$150.00	\$180.00	\$20.00
	Half term	\$50.00	\$75.00	\$90.00	\$10.00
Tiny Tots Session	Full term	\$50.00	\$75.00	\$90.00	...
	Half term	\$25.00	\$37.00	\$45.00	...
Casual Session	\$15 Each Regular Session		\$7.50 Each Tiny Tots Session		
Deposit	\$20: Refundable Participation Deposit.				



Children aged 0 to 6 months are free if they attend with a full paying sibling. Siblings under 6 months of age, are included in the session numbers when placements are made but will not be invoiced until the term after they turn 6 months. These members will be included on the sign in sheet for insurance purposes.

Invoices will be issued during the last week of terms 1, 2 and 3 via email with fees due by the end of week 1 of the subsequent term. Term 1 invoices will be issued one week before the start of the beginning of the term and due 4 weeks after. The prompt payment of fees is very important to the running of our playgroup and covers the facilitators' wages, insurance, rent, maintenance, tea and coffee expenses, etc. If you are having any trouble making payment on time please contact our Fees Officer, Treasurer or President via email.

Fees are calculated over the annual 39 week program, terms containing public holidays, will not be reduced even though sessions don't run on those days. If fees are not received 14 days after the due date, you will lose your session placement and you will not be able to attend the session.

Concession Card Holders

If you hold a current Health Card please notify your facilitator who can site it and let the Enrolments and Fees Officers know. You will be entitled to a discount on term fees.

Refundable Participation Deposit

The first invoice for each member will include a Refundable Participation Deposit of \$20. It will be refunded if one member from the family attends the AGM or a working bee.

Toy Levy

A Toy Levy of \$10 per family may be charged annually. This would be in Term 1 of each year or the first invoice the member has received. This enables the playgroup to keep all toys up to date and ensure the quality of the toys provided for the children are of a high standard. The application of this fee is at the discretion of the current committee.

Siblings 5 Years or Older

Extra kinder/school age siblings are permitted to attend casually at a charge of \$5 per session. The Enrolments Officer must be contacted prior to attendance to book the extra sibling in.

Casual Fees

After approval from the Enrolment Officers a member may attend playgroup on a casual basis. Payment can be by direct deposit into the NRPG bank account or at the time of attendance. Please ask the facilitator for support to fill in the carbon copy receipt book and placing monies into the red collection box, located on the kitchen bench. Please see Policy document for more information about casual process.



Absenteeism

We are **unable to provide make up sessions in normal circumstances** for absences due to illness or holidays. There is no need to call if you are unable to make a session unless you are to be absent for more than 2 consecutive weeks. Term fees will not be discounted due to extended absenteeism/ holidays in normal circumstances.

Refund

Any special request for refund of fees must be made in writing. The Committee shall decide whether or not to refund money after due consideration of the special request. Term fees will not be refunded for extended absenteeism /holidays in normal circumstances.

Fundraising

In order to keep fees as low as possible a number of fundraising events occur during the year. You are not required to participate in all of them however they do help with major costs or projects. We also participate in the Community Benefits Card at IGA RITCHIES (North Ringwood shops). Please support our playgroup by nominating us at this store.

Payment Methods

We request term fees be paid electronically via direct deposit into the North Ringwood playgroup bank account. Bank account details are provided on invoices issued to members via email. Please check your 'junk folder' if you have not received your invoice by the last week of term. Cash, cheques or money orders are to be taken to your closest Bendigo Bank branch. We will not accept term fees in cash (or credit card) at the premises.

All monies for fundraising can be paid electronically to the Playgroup bank account. Or placed in the red collection box, located on the kitchen bench; for reconciliation purposes, please ensure you fill out a payment slip in the carbon copy receipt book in the presence of your facilitator or a committee meeting.

Working Bees

To maintain a safe and lovely environment for the children there will be one working bee organised per term. Two of these will be dedicated to the cleaning and sanitising of toys and equipment.

Insurance

Playgroup Victoria (PV) provides Public and Property Liability Insurance to NRPV when we register with them annually.



PV also provide Family Membership which includes comprehensive Personal Accident and Injury Insurance, covering **all members of the family** who are attending PV affiliated playgroups and events. PV members are provided with a range of fantastic benefits and discounts as well as the monthly newsletter and play booklets that are emailed to you. The insurance fee is **\$40.00 and is paid per family annually** from the date you paid. See: <https://playgroupaustralia.org.au/our-state-organisations/playgroup-victoria/>

Other important Information

Fire Drill Procedures

In the event of a fire, the attendant will sound a whistle. Members must locate their own children promptly, leave belongings and follow the facilitators evacuation instructions and assemble near the oval fence. Fire drills will be conducted in each session at least twice a year. The fire hydrants location is displayed on a map, displayed with emergency contact information on the foyer entrance notice board.

Notice Board

The main notice board for members is located on the right hand wall next to the kitchen bench window. This board contains notices about 'What's Happening', including: newsletters, important notices, fundraising events, etc. Please make sure you take any notices with you, so you are up to date with what's going on at playgroup.

Accidents at Playgroup

There is an incident report book located in the storeroom to record all injuries (that may involve insurance) occurring at playgroup. There is also a first aid kit in the kitchen and our facilitators are trained in First Aid.



Our Playgroup Song

Our playgroup time is over, and we are going home

Goodbye, Goodbye, it was lovely seeing you



Goodbye, Goodbye, we'll see you next week too.



Committee

If you are an ideas person or would just like to contribute something to playgroup then why not nominate yourself as a committee member for next year at the AGM in September/October? We don't need you to be experienced, as the saying goes: 'many hands make light work', as the playgroup will not run without a committee. You will be supported by other passionate members and be provided with a job description and portfolio for your role.

It is a wonderful experience that can be a boost to your self-esteem, by positively working towards making our playgroup a success for all the children and carers at North Ringwood Playgroup. By attending committee meetings in the evenings 4-6 weekly, you have dinner and a social occasion to look forward to and allow you to meet new friends.

Feedback

Alternatively, if you have any suggestions please drop us an email or a note in the black feedback box, located on the sign in table. You may even have a committee member in your session, make yourself heard!

We hope you and your family enjoy the time that you spend at North Ringwood Playgroup.