

North Ringwood Playgroup Inc.



Member's Handbook 2024

Incorporation Number: A0011554X

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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 engage in 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 at:
enquiries@notheringwoodplaygroup.com.au

We look forward to seeing you around playgroup!



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Statements of Purpose

To provide an opportunity for children and their parents to meet in a semi-structured environment.

To provide stimulus in learning and social skills for children of pre-school status.

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, sandpit and cubby house, or ride on bikes, scooters and cars. Plus, lots more outside activities that are set up by the facilitator. 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 9:15am to 11:15am

A Tiny Tots session will be available if there are enough numbers. The 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

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.

Wet Weather Days

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.

What to Bring to Playgroup

Hats and sunscreen for outside, for both parents/carers and child/ren during terms 1 and 4 (October – April)

A drink for your child/ren

Morning tea for your own 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

Enrolments are made through the booking link on our website

<https://bookeo.com/northringwoodplaygroup>

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 wishing to commence part way through a term, please contact the enrolments officer.

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

Each term requires rebooking, enrolment will open to current members 2 weeks before opening to the general public. Please note, if wishing to change days members are to wait until general public booking opens or contact the enrolments officer. This ensures current families can keep their days if they choose.

****For the new year all sessions become vacant: 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.**

Roles at Playgroup

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 enquiries, 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

- Ensure 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 unsure how to deal with the behavior, refer to NRPG behaviour management guidelines, ask other carers or facilitator for advice.
- **The supervision and guidance of your child/ren at all times is required** (facilitators are not there to discipline children). We encourage you to actively engage with your child in the activities.

- 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 encourage children to sit together as a social experience.
- 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.
- 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.**
- Do not take photos or videos of other children in session (even in the background of your own child playing) without express permission from the child's carer.

Policies

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

- Sick children and adults 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. Examples include but are not limited to: whooping cough, RSV, measles, meningococcal, chicken pox.
- **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

Please see our website for the most up to date fee structure.

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.

Member's term fees are due and payable prior to the new term commencing. All members new and existing are to re-enrol via the booking link on the webpage. 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 enrolment is not completed in the 2 week member window you may lose your position.

Maintenance Levy

The maintenance levy allows North Ringwood Playgroup to maintain, clean, fix and replace toys or equipment throughout the year. We do not require members to attend working bees

as part of your membership anymore. This levy is a small contribution to support the successful running and maintenance of our playgroup. It is a membership requirement and will be applied to your invoice each term. North Ringwood Playgroup appreciates your support.

Siblings 5 Years or Older

Extra kinder/school age siblings are permitted to attend casually at a charge of \$6 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. 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 email 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.

No changing days until open to general public.

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 App at IGA RITCHIES. Please support our playgroup by nominating us at any store.

Payment Methods

Term fees are to be paid electronically via the booking process (powered by 'bookeo') on the North Ringwood playgroup website when enrolling your child/children for the next term.

All monies for fundraising or approved casual sessions can be paid electronically to the Playgroup bank account. Please ask the facilitator for details and support to fill in the carbon copy receipt book.

Insurance

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

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.

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 cannot legally 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 once or twice a term, 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. 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.
