



# MEMBERS Information

To help make it easier for people to get involved and for a Session to run smoothly we have developed the following information to ensure everyone is aware of general expectations around the role of families at Playgroup to ensure these are shared and understood by everyone.



## About Pymble Playgroup

Pymble Playgroup runs from a heritage house dedicated to Playgroup with Sessions that run 5 days a week for two hours.

A unique space for children to learn and develop through informal play activities and social interaction.

Affiliated with Playgroup NSW, a not-for-profit organisation, we are run by volunteer Members. We are family run and organised by Members and we do not engage carers or facilitators.

Activities range from structured Session such as arts/crafts, music/movement, story time/nursery rhymes to child-led indoor/outdoor play with conversation and teachable moments.

Members include parents, caregivers and young children from 0-6 years of age. Parents and care givers are always responsible for the care and supervision of the children they bring to Playgroup. Care must also be given to other families at Playgroup and it is every child's right to be supervised for safe and fair play.

## Where fun, family & community connect

Making Playgroup part of a weekly routine gives families valuable opportunity to get out of the house and brings parents and carers together to bond over similar experiences. Over the years our setup has attracted many new mum groups when their Sessions at the Child and Family Health Centre had finished. Long lasting support networks have been developed through the Playgroup network with friendships that continue well beyond the early years.

## Session Spots

We restrict Spots in our Sessions to 45 people max in any one Session (includes adults, children and babies). In saying that we are aware some Sessions may have more people interested than the allocated max numbers. Spaces will be allocated on a first come first serve basis until the group is declared full. We run a wait list for popular Sessions.

## Can I have a trial?

We do not offer trials or casual walk-ins, everyone must be a fully paid Member. There are other Playgroups in the area that offer Sessions on a casual basis.



## Volunteer

Playgroup relies on the enthusiasm and volunteering of its Members. Each and every person at Pymble Playgroup is a Mum or Carer like you with little time and small children to look after. If you decide to become a Member, we expect you to actively get involved, child minding is not a part of Playgroup. When you sign up to Pymble Playgroup, you are signing up to volunteer. The more you put in, the more you get out!

You'll be required to volunteer each year, whether it be in a Committee role, as a Session Leader or with our working bees and fundraising efforts. All Members have something to offer, whether it's from their management and organisational skills, or their practical and creative skills. A little thought in the Playgroups planning ensures that all families continue to feel welcome no matter what their differences or personal circumstances.

**COMMITTEE POSITIONS:** provides opportunities to develop through involving yourself with running of all and any aspects of each Playgroup. We meet throughout the year to review budgets, memberships and discuss fundraising, issues and generally how we can improve our Playgroup. Our meetings are pretty relaxed and social, we're always looking for new volunteers and value the input of our Members. The committee consists of a secretary, treasurer and playgroup coordinator and fundraising coordinator.

**Child Care Subsidy:** By volunteering as a Committee Member you are able to access up to 36 hours of subsidised child care per fortnight. Please contact us to join the Committee.

**SESSION LEADERS:** Session Leaders and Co-Session Leaders follow the check list of opening and closing, taking the role and maintaining contact with their Members for Session cancellations due to weather etc. As a Community Playgroup each Member should help out with the running of the Session so Session Leaders don't miss an opportunity to enjoy Playgroup and spend time with their own child(ren) too!



## Fees/Refunds

Our fees are advertised on the registration email. Families have the option of paying for either 1 or 2 x two hour Sessions per week. Once paid, Membership fees are non-refundable, paying your fees means that you are aware of this and you comply.

There are no pro-rata Term payments. Payment of the full Session fee is required at the time of enrollment to secure your place. Transfer fees directly to our account and we require remittance advice of the payment. We only accept online direct deposits into our bank account. Fees are exclusive of GST.

We are a not-for-profit organisation, fees cover rent, utilities, toys and general equipment, public liability insurance, tea/coffee and operating costs.

Membership renewals occur at the beginning of each term. We ask you to pay promptly so that we can secure your preferred Playgroup Session day and time.

Pymble Playgroup reserves the right to amend any Session at anytime. We can transfer your Session Spot to another Session if a Spot is available, this must be requesting in an email.

Should a Session not commence due to insufficient enrollments (min. 4 families), any Member enrolled in that Session will be contacted and offered an alternative Session; a credit for the following term; or you can try a variety of ways to attract new Members - like asking friends, promoting on social media, talking to your local Child and family Health Centre.

No transfers or credits if you withdraw or cancel on the day of the Session. No credits honored once the Session has commenced. There are no credit, refunds or make up Sessions if you miss a Session or if your personal circumstances change. If you have enrolled in a Session on a particular day that you cannot attend, someone else in your immediate family may attend as they will be covered under the family insurance policy.

If you are enrolled in a Term Session, and if for any reason you are unable to attend a Session during the Term, you cannot give your place for the missed week/s to someone else. If the term has not yet commenced, and you wish to not attend that term, please let us know prior to the Session commencing and we will open the enrollment to someone else.

## What happens at a Session?

Advise your Session Leader you have arrived so they can mark you off on the role to make sure that you are covered by the insurance.

Follow the check list for setting up and packing away, these are posted around the house. Sessions have been limited to 2 hours including the time for cleaning, please leave enough Session time to clean.

### BEGINNING OF SESSION:

- Doors: latch open the side room, bathroom and house doors.
- Sanitizers: check all Stations have an sufficient hand sanitizer.
- Bins: place bin liners in all bins incl. bathroom bin.
- Attendance: ensure only the Members registered for your Session are in attendance, remind them of QR code and record their attendance in day book.
- Key: sanitize after unlocking house and replace back in lock-box.

### END OF SESSION:

- Chairs: spray disinfectant and return chairs.
- Sandpit: rinse sandpit toys with outside tap and spray with disinfectant.
- Floors: blowout side room, bathroom, house and undercover outdoor areas.
- Clean: disinfectant all used toys, art supplies and surfaces.
- Bins: remove rubbish from all bins, inc. bathroom bin.
- Bathroom: clean and disinfect the toilets, bathroom sink and replenish soap/hand wash, toilet paper and hand towels.
- Launder: any reusable cleaning equipment, tea towels if required.
- Gate: Lock gate and scramble code. Place hand sanitizer in letterbox.



## Setting up Sessions

A little thought with the setting up of Playgroup each week can minimize the possibility of accidents. As you put out the toys, equipment and activity materials at the beginning of the Session you may like to consider the following:

- As soon as play activities have been set up they need to be supervised.
- Special care needs to be taken around water and play activities because they can present a drowning hazard. At the end of the Session tip water out of all water troughs, buckets etc.
- Ride-on toys are safest away from main traffic areas such as doorways, cupboards and storerooms. They are most suited to outdoors or clearly defined areas.
- Baby capsules should never be left on table tops.

## Running Sessions

Safety procedures tips for running a safe Session:

- The kitchen: Children should not be allowed into the kitchen area at any time. Kitchens can be busy places at Playgroup and adults also need to be safe. Scalding is a serious hazard and hot drinks should not be left unattended.
- Clean up spills: If the floor is wet, let everyone know
- Broken toys: Immediately remove any toys that have sharp or jagged broken edges, splinters or removable small parts which could be swallowed (put them aside for repair or discard and email the Committee).
- Plastic bags: Remove plastic bags from play areas and store them by knotting them loosely before placing out of children's reach.
- Balloons: Balloons can be a lot of fun but use them with care. Always remove pieces immediately when one bursts and never allow children to play with balloons before they are blown up as they are a choking hazard.
- Avoid using "occy" straps to secure equipment.

## Facebook for Sessions

Your Session has it's own private facebook to be used for updates about sessions such as cancellations or information, conversation, events/activities, advising of non-attendance and to encourage communication amongst Members.

By joining the group through facebook you are able to protect your privacy using the facebook settings. Session Leaders only have access to your attending families names.

Our main fb Page is to help make others in the community more aware of our Playgroup and advise of registration and fundraising.

## Sun Smart

- Encourage children to use shaded areas and wear long appropriate clothing on hot days i.e. wide brimmed hats and suncream.
- Adults and children should encourage a "no hat then play in the shade" rule on high UV days.
- Provided at the house is a broad spectrum, water resistant sunscreen.

## Responsibility

The parent or carer who brings a child to Playgroup is responsible for supervising children in their care while at Playgroup at all times. Playgroup is not a child care centre. Parents/carers have a duty of care to all Members including children.

All efforts should be made to avoid situations where accidents occur due to negligence. Children should be supervised at all times.



## New families

Arriving at Playgroup for the first time can be daunting for families. Remember that welcoming new Members is everyone's responsibility.

Example is the best teacher, if Members are seen to participate fully in all aspects of Playgroup, new Members will quickly see the value and importance of this and happily join in.

If you are a new Member familiarise yourself with the running of the Session and pitch in.

Clean up after each Session so that the next Playgroup can enjoy the facilities.



## Working Bees

The Committee organises a regular toy clean up and Working Bee to ensure hygiene is maintained. This is a great opportunity to give everything a good clean out, dispose of broken, damaged or unused items and check the Playgroup inventory.

It is expected that a parent from each family attend the working bee. We usually hold these each semester or term on a Sunday morning. Your support at the working bees helps keep our fees as low as possible. The dates will be posted on facebook and an email will remind Members closer to the date.

Example of activities undertaken at the working bee:

- Launder soft toys, play rugs and mats and dress-ups.
- Wash in warm, soapy water and disinfect all toys, which can be safely immersed in water. This will be mostly plastic items but check they don't have some metal parts, which are liable to rust.
- Some wooden items can also be washed such as blocks and trucks but should not be left to soak for long in case they warp or crack.
- Other items should be wiped over including larger equipment, tables and chairs, blackboards, puzzles and board books.
- Empty cupboards and shelves completely so all surfaces can be wiped down and coverings such as contact can be replaced if necessary.
- Don't forget the cupboard under the sink, other kitchen cupboards and the medicinal cupboard.
- Dust around the windows and wash the walls..
- Vacuum and mop the floors.
- Clean the kitchen and bathroom.

## Fundraising

You will be asked to contribute either financially or in kind to our fundraising efforts throughout the year which helps to maintain our toys and equipment.

## Donate to keep Playgroup open

Making a donation can make a real difference, with your support we can keep this venue solely for Playgroup and provide our local children and families with a safe and unique venue that is not affiliated non-denominational with a church or school and welcomes people from all backgrounds, nationalities and non-discriminatory.

We do not accept secondhand toys or equipment donations, please be responsible and offload your unwanted items responsibly. Any equipment or toys left at Pymble Playgroup have to be binned, this can cost us money or Committee Members have to use their own personal allocated Council collections which is understandably an inconvenience.

## Smoking

All Playgroup venues and the surrounding areas are strictly smoke-free environments.

## Hot Drinks

Scalding can be a serious problem if babies and young children are exposed to hot liquids like tea and coffee. Hot drinks should be consumed safely and not be left on low benches for children to access.

## Baby Area

You can create a dedicated baby area where parents/carers with babies can interact with each other by placing a baby mat on the floor with some age appropriate toys.



## Swearing and offensive language

Children learn behaviours by watching their parents and carers and often repeat what they hear and see. Please use respectful language at Playgroup and refrain from offensive language.

## Disciplining Children

If you notice behaviour that you are concerned about, have a quiet word with the parent in a non-judgmental, supportive manner. Remember your child may come to someone else's attention at another time. Encourage children to play in an inclusive and kind way.

## Help out and pitch in

Community Playgroups are run by volunteer parents for other parents and carers. If everyone at Playgroup helps out, no one person is burdened with an unacceptable workload.

If you have a passion or skill that you can bring to the group, discuss with the coordinator and see if it can be incorporated into the group activities. For instance if its easter time and you want to teach the children how to make an easter hat then you can use the arts and crafts box to run an art activity.

Report any maintenance issues to the Committee so we can either arrange a repair, or replace damaged equipment and toys.



## What do I need to bring?

BYO morning/afternoon. Bring whatever you would bring if you went to a playground: hat, sunscreen, change of clothing, snacks and water. If you are unsure of what to bring please check with each Session Leader. Playgroup is a nut free zone.

A spare change of clothes is advisable for playgroup as the children may be painting or doing water play.

## Birthday parties at Playgroup

You are able to celebrate your child's birthday in your Session with the Members of your group, however strictly only registered Members of family members are allowed on the premises.

Our venue is owned by Ku-ring-gai Council and the insurance for the venue is with Playgroup NSW, at this stage neither permits the use of our venue for parties where non-members attend.

## Photography

From time to time we take photos during Session of Members and artworks. These photos are used for Pymble Playgroup promotional purposes such as press advertising, brochures, social media, editorials, newsletters and website.

These photos will never be sold. As a Condition of Enrollment your consent is implied. Should you not wish for us to take and use photos of you, your child or artwork please notify us in writing.

## Member conduct

Pymble Playgroup is a shared space and we expect Members to respect fellow Members, artwork and property. Discrimination will not be tolerated. Children and adults deemed to be exhibiting inappropriate or disruptive behaviour may be removed, suspended or expelled from the Session and Pymble Playgroup.

It should also be noted that cleaning of your Session and common areas is a shared responsibility.

Out of respect for other Members, Members are requested to be punctual for the Session. Children should be escorted to and from the vehicle by a parent or guardian, signed in on arrival and leave promptly at the end of Session.

## In the case of fire

Know where all fire extinguishers are and how to use them. A fire evacuation plan is on display and the emergency exits are labeled.

## External fires

We are in a high bush fire danger area, our policy is to cancel Session on high fire danger days.

## Covid

Playgroup NSW's insurance cover for Playgroups continues, however, these insurances will not cover incidents or illness related to COVID-19. We will be consistently monitoring the advice from Playgroup NSW, State and Federal authorities as the situation in NSW could change.

Here we have listed the COVID safety requirements that we expect our Members to follow:

- Disinfect your hands with the sanitizer provided before you open the gate and enter the property.
- Only attend Playgroup if you and your children are well.
- Every Session, every Member is to use the QR code to sign in.
- Attendees fetch their own chair(s) individually numbered, wipe with disinfectant provided and place no less than 1.5m apart as guided by pink dots on the floor. Distance bags and personal items by storing them under your chair.
- Follow hand washing and safe practices.
- Practice Social Distancing - 1.5m. apart.
- Do not share, it is important you BYO food and drinks.

- Familiarise yourself with the location of gloves, wipes, disinfectant and first aid kit.
- Please familiarise yourself with the safety signage around the property.

Playgroup Members will be excluded from Playgroup activities if they are unwell, are suspected of having COVID-19 or have been diagnosed as having COVID-19. If an unwell person attends a venue, they will be asked to leave and seek medical attention.

Playgroup NSW signage will reinforce good hygiene practices and Playgroup Members will be required to wash their hands: when arriving and leaving, between activities, before and after preparing food and eating, when hands are dirty, after toileting/nappy changing, after wiping or blowing noses, any contact with a wound or cut, blood or vomit.

Playgroup NSW will request Playgroup Members clean and disinfected all hard services prior to commencement, during the Playgroup as needed and at the conclusion of each Playgroup. Playgroup NSW will request Playgroup Members to clean and disinfect all toys and equipment after use and toys mouthed by children will be cleaned immediately, as much as is practically possible. Playgroup NSW are committed to cooperating with NSW Health if a suspected or diagnosed case of COVID-19 is identified among Playgroup Members.





## Staying Happy & Healthy at Playgroup



Playgroup is all about sharing, but sickness is one thing we'd rather not.

### Sickness

Playgroup NSW advises that any attendees with known infectious illnesses, visible symptoms of illness, that are feeling unwell, or have been in contact with someone exhibiting any of the aforementioned, should not attend Playgroup. If you or your child is appearing generally unwell, you will be respectfully asked to withdraw from the Session that day.

Some people are at greater risk of more serious illness with COVID-19. As we move towards living in a COVID Safe Australia, people still need to take extra steps to protect those most at risk.

### First Aid/Incidents

We have an St John's Ambulance first aid kit and signage for use. If more aid is required consider visiting a GP or calling 000.

A book available to record any incidents or injuries while they are fresh in Members' minds. If an insurance claim eventuates this information is very important. When recording an incident include dates, times, place, people present, action taken and signatures. Two adults should complete a signed, eye witness account wherever possible.

### Playgroup NSW insurance

To participate in any Playgroup activities a family needs to hold current and valid Playgroup NSW registration, this is free and you can register with PGNSW by visiting their website [www.Playgroupnsw.org.au](http://www.Playgroupnsw.org.au):

- Insurance covers the family (up to 5 adults and 5 children) for attendance at Playgroup, excursions, and special events.
- Discounts and special offers selected partners.

**FUNDRAISING EVENTS:** Playgroup NSW Public Liability policy extends to cover certain incidental fundraising events such as street stalls, raffles or sausage sizzles. However, this policy does not provide insurance cover for stall holders or individuals who are not current Members of Playgroup NSW. All proceeds must go to the nominated individual Playgroup for the fundraising to be covered.

### Occupational Health & Safety

If you have an existing medical condition, allergy or disability that may affect your participation in a Session, you should notify the Committee, Pymble Playgroup at the time of enrollment and we can work out how to best accommodate you.

### Immunisation

Playgroup NSW supports the National Health and Medical Research Council of Australia's recommendations that children should be immunised using the agreed schedule unless there is a clear medical reason why this should not occur.

In line with the evidence about child and community wellbeing, Playgroup NSW strongly encourages parents to have their children immunised using the schedule provided by the NSW Ministry of Health. This is available on the NSW Ministry of Health Website.

Please be aware that young babies, pregnant women and unimmunised children are at higher risk if there is an outbreak of a communicable disease.

We recommend that they do not attend Playgroup if there has been a suspected case of one of those illnesses at Playgroup.

### Privacy

Contact information you supply to Pymble Playgroup will not be disclosed outside Pymble Playgroup without your express consent, except where required by law.

Pymble Playgroup will from time-to-time send mail and email to Members and past Members for the purpose of marketing.

Should you not wish to receive mailings from Pymble Playgroup please notify us that you wish to unsubscribe and you will be removed from our mailing list.



LET'S  
GET  
SOCIAL

If you would like to join an existing Session or start your own group Session please email [pymblePlaygroup@gmail.com](mailto:pymblePlaygroup@gmail.com)

Pymble House, 57 Merrivale Rd, Pymble  
[www.pymblePlaygroup.com.au](http://www.pymblePlaygroup.com.au)

