

Mill Park Playgroup

Play Create and Grow



Information Booklet

Venues

Mill Park

Mill Park Community Centre – Corner Mill Park Drive & Blamey Avenue, Mill Park

Epping

Epping Community Activity Centre – 378 Findon Road, Epping Centre

Thomastown

Carrington Children's Centre – 62 Carrington Boulevard, Thomastown

www.millparkplaygroup.org.au

info@millparkplaygroup.org.au

Mobile: 0466 944 809

PO Box 442, South Morang, Vic 3752

Our Philosophy

Mill Park Playgroup is more than a playgroup it is a community made up of parents, care givers, grandparents and children, in the city of Whittlesea.

Our Playgroup believes that play is essential in children's learning. Play allows children to represent fiction and reality, to explore and discover their world, to predict and to wonder.

Our goal is to provide a safe, stimulating, caring, and predictable environment so children can grow, and develop a greater understanding of the environment around them.

We plan to provide various age appropriate activities for children that will encourage children to develop their own skills.

Playgroups support and encourage participation of adults and forming of lifelong friendships.

Sessions

Mill Park Playgroup runs two types of playgroup sessions; Community sessions and 3 year old sessions.

Community sessions

During these sessions parents stay with their children at playgroup each week and are responsible in supporting their group leader throughout their session by assisting in various duties.

Community sessions are run at each of our venues on different days.

3 year old sessions

3 year old groups are for preschool children 2 ½ years and over.

Parents are rostered to stay and help the group leader during these sessions. The ratio is 1 adult to 4 children.

3 year old sessions are held at Carrington Boulevard, Thomastown.

Member's roles and responsibilities for both community and 3 year old playgroup

Signing in

Because there is always a possibility of an emergency, we require you to sign in when you arrive at Playgroup. This is so that in the event of an emergency, we can use the sign-in book to make sure everyone is accounted for in the emergency assembly area. (Located in the car park.)

During your session

Team work is needed to run each session, set up and clean up after each session.

This includes:

- Setting out and packing; away tables, chairs and toys
- Participating in Group Times, Monitoring your child's behaviour, supporting your child with in the program; activities, messy play and play entry.
- Wiping down and tidying snack area in between sessions.
- Sweeping floors and putting rubbish out when necessary.
- Members in the last session of the day share the responsibility of putting away tables and chairs in the store room.

Snack Time

During both community and 3 year old playgroup sessions there will be time for a healthy snack or lunch. Fruit, cheese, dry crackers, sandwiches and water are preferred.

There are many food related allergies that children may have so we please ask that children do not share food unless their parent/caregiver ok's it.

If you are the parent/caregiver of a child with food allergies, it would be wise to make all the parents in your group aware of this.

However, please remember that ultimately you are responsible for ensuring your child does not share food with other children.

On the week of your child's birthday you may like to bring a treat to celebrate with playgroup friends, don't forget the candles, matches and camera.

Please note

During 3 year old playgroup sessions no sharing of snacks will be allowed.

If there is a special occasion and food is being supplied by playgroup or a member, a list of the food will be displayed at the sign in book the week prior.

Updating Information

It is the responsibility of the parent/caregivers to inform the enrolment officer in writing when any information changes or requires updating. This could include emergency contact phone numbers, address, adding a new sibling to the members list etc.

Email: enrolments@millparkplaygroup.org.au

Injuries

All injuries must be recorded in the accident record book. Details that are required include injury time, date, name of the child and session time. The accident record book is kept in the admin cupboard. It is the responsibility of the parent/caregiver/ (leader for 3 year old groups) to perform first aid on their child not the group leader. A First Aid Kit is maintained in the admin cupboard and available for use by members.

Visitors

Playgroup is for playgroup members only and as such visitors and casual attendance is not encouraged because such attendance is not covered by PGV Insurance.

Special Interest or Talent

If any member has an interest or talent they would like to share with their group and or committee we would love to hear from you. You may play a musical instrument, enjoy reading, singing, setting up activities, you may be artistic or crafty, you may be a book keeper, have some early child background, love paper work or really enjoy helping out. Please let your group leader, or the committee know what you are able to assist with your playgroup sessions.

Email: info@millparkplaygroup.org.au

Mill Park Playgroup Privacy Policy

Mill Park Playgroup respects your privacy. All information obtained by or provided to Mill Park Playgroup by members for the Association to conduct its business is governed by this privacy policy. Committee members responsible for collecting and using information, take all reasonable steps to keep the member's information secure from misuse, loss and unauthorised access, modification or disclosure. Mill Park Playgroup will destroy any personal information that the Association no longer requires. Confidential and sensitive Information held on file is kept securely and is accessible only by the Committee or the named person/s to whom it refers to. It will not be shared or distributed to a third party without the written consent of the named person(s).

Family Membership Fees

Term Fees

Community groups

Term Fees	\$55
Extra Child Levy	\$5 (per additional child over the age of 12 months)
Admin Levy	\$10

3 year old groups

Term fees per child	\$130 (one session)
Term fees per child	\$240 (two sessions)
Admin Levy	\$10

Annual Fees

Community and 3 year old Groups

MPPG Fundraising Levy \$55

Term fees are invoiced at a minimum two (2) weeks prior to the commencement of a term and are payable by the Friday before the term commences.

Under the terms of the Cash Free Policy payment can be made by direct deposit, cheque, money order or cash deposit payed at a local Westpac Branch directly into the Mill Park Playgroup Account or via PayPal.

Cash payments made directly to a group representative or committee member **will not** be accepted.

Account details are located on your invoice or by contacting the Treasurer.

Email: treasurer@millparkplaygroup.org.au

Please note: There will be no refund or reduction of the family membership fee if you choose to leave Playgroup midterm or for non-attendance due to illness or vacation.

Late Fee

All invoices are payable prior to the term commencing, (the due date as detailed on the invoice).

If you are unable to make payment by the due date please contact the Treasurer of the Mill Park Playgroup to discuss options available to you.

If fees are not forthcoming by the due date and no contact is made with the Treasurer or a member of the committee, a late fee of \$5.00 per week will be incurred until payment is received in full.

Email: treasurer@millparkplaygroup.org.au

Admin Fee

This is a per term charge per family, from which committee members are exempt.

MPPG Fundraising Levy (Refundable)

The MPPG Fundraising Levy is an annual charge additional to the Family Membership Fee and is invoiced in Term 1, or upon enrolment.

The levy is refundable and is reimbursed in the form of a credit towards term fees upon meeting one of the following:

- Completion of active participation by the member (or relative) in a major event that Playgroup holds or
- At the discretion of the committee when a Member performs a task for the Mill Park Playgroup.

If a member leaves prior to donating time to a major fundraising event or performing a task for the Mill Park Playgroup there will be no refund of the levy.

Please note: Members who commence after a major event in 3rd or 4th Term are only required to pay a non refundable levy equal to 50% of the original Levy applicable.

Email: fundraising@millparkplaygroup.org.au

Playgroup Victoria Family Membership (insurance)

All members must hold a family membership with playgroup Victoria (PGV). This membership provides comprehensive insurance as all families in your playgroup are members.

The current annual cost of family membership with PGV is

Full Fee	\$40
Concession Fee	\$30

This membership must be current prior to commencing your first playgroup session. The insurance premium protects both your child and the playgroup in case of an accident. Please note children are not covered by insurance whilst in the kitchen or storage room, it is for this reason they are not permitted to play or stay in these areas.

Insurance fees must be payed directly to Playgroup Victoria accompanied with a completed PGV family membership application.

This insurance is essential in allowing us to conduct major off site fundraising events like the Bunnings and Masters BBQs throughout the year.

To renew or join, Playgroup Victoria has the following options;

- Join or renew through their website www.playgroup.org.au
- Families can complete a Family Membership Application Form and email this to rosanna@playgroup.org.au . If families do not want to complete the credit card details in this format they can still complete the form fax or email in and write in the payment section "*can someone call me back for credit card details.*"
- Families can download an Application Form from MPPG website and post the forms to Playgroup Victoria, Reply Paid 69584, Brunswick 3056.

All prices listed in this information booklet are subject to change.

Mill Park Playgroup Policies and Procedures Manual

The Mill Park Playgroup has a Policy and Procedures Manual outlining our principles and guidelines. We are also an Incorporated Association with incorporated rules. It is upon these rules and the policies and procedures which the Mill Park Playgroup Association conducts and operates.

These include

- Fundraising Levy Policy
- Allergies and Medical Conditions
- Consumption of hot drinks
- Loss of Placement Policy (non attendance)
- Illness Exclusion policy
- Cash Free Policy
- Grievance Policy
- Procedures relating to New Siblings
- Photo Policy
- Celebrating Birthdays
- Visitors of Playgroup
- Attendance of Multiple Sessions

These policies are reviewed, and updated annually by the Committee and members of the playgroup.

Members are advised in writing of any changes or new policies to be adopted and are given the opportunity to vote or express opinions on proposed changes by responding in writing to the committee.

New policies are only adopted upon acceptance by the majority of members.

This Mill Park Playgroup Information Booklet briefly addresses several of the policies and procedures however for full policies, please refer to the manual.

The manual is kept at the playgroup venues in the admin cupboard and members are welcome and strongly encouraged to borrow and familiarise themselves with the policies and procedures.

Please see your group leader to assist you with this.

Email: info@millparkplaygroup.org.au

Challenging Behaviors

It is normal for all children to have 'moments' at playgroup but as a playgroup, we need to ensure that our group experience is safe for all children.

Challenging behaviour (including biting, kicking, hitting, throwing toys/objects or interfering in other children's play) is unacceptable at Playgroup.

It is important to recognise that the behaviour, not the child, is the problem and that often it is short term.

To ensure the ongoing safety and enjoyment for all our children, a child who exhibits the above behaviour should be spoken to immediately by their parent/caregiver, or by a witnessing parent, the child should be spoken to using firm tone of voice, they should be looking at you and they should be told their behaviour is unacceptable.

Often inappropriate behaviour can be stopped before it becomes inappropriate.

Under no circumstance should you yell at or smack another person's child.

If there are any grievances or complaints that cannot be resolved within your group please contact a committee representative or the group leader.

The Committee

The Committee of the Mill Park Playgroup is made up of the following positions - President, Vice-President, Secretary, Treasurer (can have assistant), Enrolment Officer (can have assistant) , Fundraising Officers (2), Group Session Contact, Group Leaders, Group Coordinator and up to 5 General Members.

The Committee is elected at the Annual General Meeting (AGM) and oversees the general running of the Playgroup. All positions are voluntary and members are eligible to nominate for any role.

All groups are required to have at least one member (group session representative) attend the committee meetings. This position can be rotated between 2-3 members or a whole group and ensures that members' views are passed on and represented to the committee who make the decisions as a group.

Committee meetings are usually held once a month and run for approximately 2 hours. Minutes from meetings are displayed for general viewing. All members are welcome to attend meetings and can do so by emailing the Secretary of their intention to attend two weeks prior to the meeting date.

Please see MPPG website for list of current members and contact details.

www.millparkplaygroup.org.au