



Whitford Family Centre Inc.  
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## WELCOME TO OUR PLAYGROUP in 2021

For those who have been in our playgroup last year, **welcome** back and for our new families welcome and we're glad you have decided to join our playgroup. We hope you will find the experience enjoyable. Playgroup is a great opportunity for you to spend some fun time with your children. You will also get to meet other parents and carers and your child will have lots of new friends to play with.

The playgroup runs sessions Mon to Fri during the school term depending on the needs of our parents and the availability of the room. In 2021 the sessions will be **9am to 11am**. If you would like to change sessions throughout the year **then please contact Carolyn or Tracey in the office**.

**Office Hours** are Mon – Friday 9.00am – 1.00pm.

We are all parents and carers of young children so we understand that life can be pretty busy sometimes. However, it is really appreciated if you can make a special effort to **arrive on time** so that you can get the full benefit from playgroup and to assist with the setting up of the play areas. You will need to **leave promptly at the end** of the session as there may be another group using the centre after your session.

### Term Dates

Term 1 Mon 8 Feb – Thur 1<sup>st</sup> April (8 wks)

Term 2 Mon 19 April – Fri 2 July (11 wks)

Term 3 Mon 19 July - Fri 24 September (10 wks)

Term 4 Mon 11 October – Fri 10 December (9 wks)

### Fees

Fees are \$50.00 per family per term. This includes \$15 Building levy which the Whitford Family Centre Management Committee have introduced since 2012. Fees for the next term are **payable in advance** by the end of the previous term or a **late fee of \$5.00** may be applied. Fees are non-refundable.

Cash or Cheque only sorry **no EFTPOS/Card facilities**. There is also an annual membership fee for the Whitford Family Centre of \$5.00. Please pay these fees to the office.

### What is provided

Included in the fees are all the art & craft supplies, play equipment and toys for your child to play with, the venue, adults tea & coffee facilities and a friendly, clean & safe environment to play in.

### What to bring

Please bring along a piece of fruit to be cut up and shared with the other children for morning tea. Coffee and tea are provided by the Playgroup and a roster is in place for adults to supply morning tea for the parents eg: cake or biscuits. We are a **“nut allergy aware”** playgroup so check for allergies in your group. When it's your child's birthday you may like to bring something special or a cake for the children to help celebrate.

### Session time

Our Playgroup runs on very informal lines. However, the following flexible timetable is useful as a guide to the session.

- 9.00 Set up indoors and outdoors, free play
- 9.30 Simple guided activity (optional) such as gluing, collage, threading
- 10.00 Morning Tea
- 10.20 Free play, indoors and out
- 10.35 Packing away, dishes, vacuum etc
- 10.45 Music and story time
- 11.00 Goodbye time

### Rosters

Everyone helps out where needed with running the Playgroup session. There are also rosters for morning tea, washing up, preparing a simple activity and some cleaning jobs. The Group Leader will draw up a roster for these jobs so please join the roster. It is **VERY IMPORTANT** that everyone helps out.

**Toy clean ups will be held during your session**, as advised by Co-ordinator, each term, you are required to help with this during the year.

### **Common Courtesies**

*It is appreciated that whenever you are unable to attend playgroup that you ring the group leader to advise them. If you are on roster then your roster will need to be swapped. If your whole group is having an excursion then please let the office know.*

### **Packing up equipment etc.**

*The room is also used by other user groups such as Before and After School Care and Children's Birthday parties etc. It is for this reason that we need to pack away all our equipment after each session of playgroup to keep our equipment safe. We have our own storage cupboards and our own kitchen cupboards. It is important that each session packs away the equipment in the correct places so that the next session can find it easily. Your Group Leader can show you where. Remember there are up to 10 groups. Please make sure you use the "Playgroup Cupboards" in the kitchen, they are labelled.*

### **Cleaning up**

*It is just as important to ensure the room, the backyard and the kitchen are left tidy and cleaned. Sand is to be kept in the sandpit as much as possible. Floors to be vacuumed and kitchen dishes & benches cleaned. The kettle to be emptied & turned off.*

### **General Rules & Information**

*Our playgroup wants the session to be enjoyable for everyone so we have a few rules to help with this.*

- *The centre is a **SMOKE FREE ZONE**. Thank you for not smoking while you are attending Playgroup.*
- *We will endeavour to limit the size of each session to 20 children. However as the year progresses this may increase with new babies.*
- *Please ensure your name is ticked off in the attendance register each week you attend. We are required to keep these records for 24 years and it is important for insurance purposes as well.*
- *If your child is not well, please give Playgroup a miss that week. It is unfair to children and adults to be exposed unnecessarily to viral and bacterial infections.*
- *Children are **NOT permitted in the kitchen** area at all. If your child wants you then please leave the kitchen do not let your child come in. This is for their own safety.*
- ***Nappies ARE NOT TO BE** disposed of at the centre. It is a Health Dept regulation as we do not*

*have the correct facilities to dispose of them. **You will be required to take them home with you.** It is also as a courtesy to the other uses of the centre*

- *You must supervise your children at all times. If you will be busy in another area then please ask someone else to keep an eye on your child until you come back. Your child's safety depends on it.*
- *We know that biting and hitting can be difficult to eliminate but for everyone's safety and enjoyment please make sure you are watching your child.*
- *All children are to be encouraged to share toys and take turns.*
- *You will be required to help out during the term toy clean up.*
- *There is a purchasing book that you can put in your request of supplies that are running low. In the draws.*
- *Purchasing is done by members and can be reimbursed from the office.*
- *If you notice that any supplies are low then please advise the group leader who will notify the purchasing officer. Eg: tea, coffee, paint, glue etc.*
- *Please read the noticeboard regularly as valuable information will be displayed there as well*

### **2021 Playgroup Committee**

*If you have any questions about Playgroup or have a concern you would like to raise, please feel free to contact anyone from the current committee or your Group Leader. Committee meetings will be held regularly and will be advertised on the noticeboard. All members are very welcome to attend, not just the Committee members. We value your input.*

*If there is something you'd like to know about Playgroup, ask your Group Leader who will be happy to answer your questions or find out the answers if she doesn't know.*

*Remember Playgroup should be fun and enjoyable for everyone. We hope it will be for you.*

**ENJOY PLAYGROUP AND HAVE FUN !**