**Welcome to the \_\_\_\_\_\_\_\_\_ Intergenerational Playgroup**

**Meeting time: XXam - XXam**

**Facility/Venue: Name and Address**

**Playgroup Contact: Name**

**Contact Number/Email: XXXX XXXX or playgroupname@gmail.com**

**Playgroup Session:** Our playgroup runs on informal lines. We’ve found the following very flexible timetable useful as a guide to the session.

**9.00am:** Set up (or earlier if you’re helping), meet and greet families

**9.00am - 10.00am:** Free play plus usually offer a simple art & craft or sensory activity. Sometimes we go outside for outdoor play.

**10.00am:** Morning tea

**10.20am:** Packing away, dishes etc. May leave some play areas set up during this time.

**10.30am:** Music and/or story time. Story time can be any family member available to read a story to the group!

**10.45am – 11.00am:** Goodbye time

**What do you bring?**

* A piece of fruit /something to share for morning tea
* A hat for outside play (preferably wide brimmed or legionnaire style)
* If you prefer, bring own water bottle for your child.

**Morning tea and celebrations**

Coffee and tea are provided by the playgroup and we take turns to help with the preparation and serving of morning tea. For a birthday, you may like to bring something special to share and help celebrate. Please be mindful that there maybe someone in the group with food allergies.

**Helping Out at Playgroup**

Everyone helps out where needed with running the playgroup session, with tasks to be done before, during and at the end of playgroup. We hope once you are familiar with playgroup that you will feel able to help out. Either through a roster or informally, everyone takes turns to help out with setting up or packing away the toys and equipment and cleaning up after activities. At times, you will also be needed to help with other tasks such as cutting up fruit for morning tea, or perhaps be invited to prepare a simple activity for the children or read a story. Together with the playgroup, members work out the best way of organising tasks and activities for the group. Please ask an experienced playgroup member if you are unsure about what you need to do or how things are done.

**Enrolment Forms**

Each family member will need to complete an enrolment form to ensure that you are covered for insurance and contact details for you and in case of an emergency are on file. You may also be asked to complete a photo consent form – this is voluntary. Please talk to the playgroup’s contact person if you need help with this.

**Signing in, Health and Safety**

**Signing in:** Please sign in each week on the playgroup attendance sheet.

**Sick children:** If your child is unwell, they should not attend playgroup. Please be considerate of others when deciding if you should attend playgroup. Your child may also struggle if he or she is feeling unwell.

**Children:** Each parent/carer is responsible for their own child’s health, safety, and behaviour.

**Supervision and guiding children’s behaviour**

Parents are expected to participate in activities with their children and to supervise them at all times. This includes during mat times when we will do singing and stories and during craft activities. Participating with your child in these sessions helps them to understand what to do and how to behave at these times. It also lets them know that you value what they are doing. We understand that being a parent can be challenging. At playgroup we promote positive guidance. Physical punishment is not acceptable in our playgroup. Often there are lots of things that impact on how a child behaves. If you are having trouble with managing your child’s behaviour or if your child is having trouble, please talk to us about positive ways of guiding your child’s behaviour.

**What will it cost?**

**Playgroup WA Membership - $35/family per annum or $15 concession**

**$2 Gold Coin donation per session attending or term fee?**

These costs include insurance and all the operational costs to keep the playgroup running (i.e. tea and biscuits, paper towels, toys and equipment and craft material).

**Feedback about the playgroup**

We do need your feedback and input about the playgroup and activities. This is *your* playgroup and we do need your input and ideas to help it grow.

**Any questions?** If you have any questions about the playgroup or have a concern you would like to raise, *please* feel free to speak to one of the playgroup contact persons.

***We look forward to seeing you at playgroup each week during school terms.***