**Welcome to our Playgroup!**

We’re glad you have decided to join XXXXXX Playgroup.  We do hope you will find the experience worthwhile and enjoyable. Playgroup is a great opportunity for you to spend some fun time with your children and connect with other parents from the local community.

The playgroup runs on XXXXX mornings from 9.30am to 11.30am and XXXX mornings from 9.00am to 11.00am in the XXXXXXX Family Centre, (Address).

We are all parents and caregivers of young children so we understand that life can be pretty busy, however, it is really appreciated if you can make a special effort to arrive on time so that you can assist with setting up of the play area.  If you are unable to attend please contact one of the committee to advise them of your absence.

Please bring along a piece of fruit to be cut up and shared with the other children at morning tea, as well as your child’s water drink bottle. Due to allergies, please do not bring other foods to playgroup. Coffee and tea are provided for the adults.

**Fees**

Membership fees for 20XX will be $30 per term per family. This fee covers our venue hire, craft items and tea/coffee/milk for parents.  We may also use this for an end of year party.

In addition to our term fee, you must become a member of Playgroup WA.  Their fee is a one-off annual fee of $35.00 per family or if you are a health care card holder it is $15.00 per year per family.  This fee covers your insurance and also gives you access to discounts, free workshops and events.

Fees are to be paid by direct deposit into the XXXXXXXXXXXXXXXX Playgroup account.

BSB – 88888888

Account No – 99999999999

Please reference your surname, day of playgroup attendance and what term, eg: SmithMonT4

If you have already paid your Playgroup WA fee to another playgroup this year, you do not have to pay again but we do need to see your receipt or membership number.

**Email**

Contact for XXXXXXXXXXXX Playgroup**:** xxxxxxxxxpg@gmail.com

If you have any questions about playgroup or have a concern you would like to raise, please feel free to email us and we will respond asap.

**Facebook**

We have a facebook page under XXXXXXXX Playgroup which you may like to join and be a part of the conversations and sharing of pictures.

<https://www.facebook.com/groups/XXXXXXXXXXXXXXXX>

**Rosters**

XXXXXXXX Playgroup is run completely by volunteer parents.

Everyone helps out where needed with running the playgroup session, setup and packing away. We may have rosters for cutting up of fruit, preparing a simple activity and some cleaning jobs.  We hope once you are familiar with our playgroup that you will be able to join the rosters. Your input and help will be appreciated.

**Rules**

Smoking – NO smoking in facility or outdoor areas

Hot drinks – Please be mindful of hot drinks around the children.

Absenteeism – Please let your session leader know if you are going away or not returning, absences of longer than 3 weeks without notice will result in your spot being offered to another family.

Safety – Each parent is responsible for their own child’s behaviour and safety, supervision is required at all times.  Bring a hat for outside play.

Signing in – Please initial the attendance sheet each week on arrival

Fees – Fees must be paid by week 3 of each term

Being a part of your child’s early experiences is precious and Playgroup is a great way for you to have input into those all-important early years and for parents to connect and make friends with other families living in the local area

We hope you enjoy your time at our playgroup and we look forward to getting to know your family.

Kind Regards

XXXXXXX Playgroup Committee