

# **BRENTWOOD PARK NEIGHBOURHOOD HOUSE INC.** **PLAYGROUP**



BRENTWOOD  
PARK NEIGHBOURHOOD  
HOUSE

**“Brentwood Park Neighbourhood House aims to provide a safe, welcoming and responsive environment where community can come together to engage in activities that enhance health and social wellbeing.”**

## **Terms and conditions 2019**

Brentwood Park Neighbourhood House provides the members with a venue, equipment, resources, and advice to enable all the parents/carers to run successful and effective playgroups.

## **Brentwood Park Playgroups are to be at all times**

- Welcoming, warm and non-discriminating,
- Encouraging and supportive,
- Respectful,
- Fun,
- Safe,
- Caring.

## **Members are expected to**

- Be positive role model to the children through their behaviour towards others.
- Actively participate in all activities and daily routines.
- Monitor your child and others with activities.
- Duty of care towards all children
- Understanding of different ages, stages and individuality of children.
- Encourage all children to have fun and develop their full potential through play and socialisation in a warm, safe and caring environment.

## **Your First Day**

- When you first arrive at playgroup it is essential for you to be familiar with the whereabouts of fire exits and first aid kit.
- All families attending playgroup must complete an enrolment form on the first day of attendance. These forms contain emergency contact information and will be kept in the appropriate Playgroup folder so that they are accessible in an emergency. It is your responsibility to ensure that phone numbers, emergency contacts and new family members are current. Please be aware that the emergency contact on this form, will be the person that we will contact to take your child home should anything happen to you.

## **What you will need to bring**

- You will need to bring a morning tea snack box for your child. This should only contain healthy foods. We do not encourage you to bring chocolates, chips or lollies for the following reasons:
  - To encourage healthy eating
  - To void Allergy reaction
  - As Kinder enforces the same rules, this will ensure easier transition for the child



- Some of the playgroups take turns to bring in an adult only treat and work on a roster for this. The group leader will give you this information.
- In summer, you will need sunscreen and hat for your child/children and in winter a coat. Your child will not always stay clean so we suggest to dress in practical clothes.

### **Sickness**

- If your child is unwell, do keep them at home to keep the infection contained and minimise cross infection. Please contact the Centre immediately if your child has an infectious disease such as Chicken Pox, German measles, etc.

### **Re-enrolment/Attendance**

- You do not have to re-enrol each term. Once you have started the year you will retain your position for the rest of the year.

If you are unable to attend for a period longer than four weeks, please advise Lyn.

- You will be required to fill out a new enrolment form for the following year by the end of term four. This is compulsory or your place will be forfeited.

### **Membership to Brentwood Park Neighbourhood House**

- Membership to the Centre is \$6.00 per family, per year and is due the same time as term one fees. Membership fees applies throughout the year, regardless of start date. This Membership fee entitles you to join other groups at the Centre, public liability insurance and group membership to Playgroups Victoria.

### **Fees**

- Playgroup fees are **\$60** per term per family. Each term will vary in length and will average to around 40 weeks a year.
- If you are enrolled for two days a week your fees will be \$100 per term.
- Fees are payable per term and due on the first week of each term. If you are unable to pay by the second week, an invoice will be sent to you.
- We endeavour to keep the fees to a minimum. The fees are to purchase craft materials for the Playgroup. We appreciate your prompt payment.
- Payments are accepted either by cash, bank transfer, eftpos/credit or cheque made to Brentwood Park Neighbourhood House Inc. We do not accept payments on the phone.
- If you do not attend more than 3 sessions, have not advised us or have not paid your term fees your place will be forfeited.
- If you are going to be absent for sessions during the term, please note that there is **NO CONCESSION** for missed weeks. If you want your place to be retained, you will be required to pay the full term fee unless special circumstances apply.
- **Important: You will be charged until the day you confirm with us that you are no longer attending playgroup.**








## Refunds/special circumstances

- Membership and registration fees are **not refundable**.
- Discount applies for new members if enrolled after midterm.

## Playgroup Tasks and participation

Each group will have slightly different needs. However, you are expected to participate in different tasks each week. Due to the nature of Playgroup and age of the children, every parent must be actively involved in the running of the session.

### Tasks required of parents/carers each week:

-  **Craft set-up/clean-up**
-  **Outdoor equipment set-up/pack-up**
-  **Morning tea clean up/wipe tables**
-  **Cleaning/pack up Toys**
-  **Ensure all lights, fans or air-conditioners are off when leaving the room**

### Details of the session Tasks:

- Equal participation in these tasks is required by **ALL** members of the Playgroup
- You will be expected to **supervise** your own child in their craft activity and play.
- It is not the responsibility of any other member to supervise your child. However, we do expect everyone to ensure duty of care to all children in the group. All members must work together to ensure the success of the group.
- Craft set- up/clean-up** – Each week will have a craft activity
- Craft materials** for the week are placed in the craft trays on Monday morning and are to be use by all the groups throughout the week.
- Once the children have completed their activity, please clean, clear and pack up all unused craft back into the boxes. Do ensure that all lids are on markers and the boxes are in the same order you found them. Please be aware that the next playgroup session will also be using the same craft materials.
- Morning Tea** – Set the table for morning tea and clear/clean up and wipe tables. The kitchen should be left as you found it, for the following session.
- Cleaning** – You are expected to ensure that at the end of the session, all toys, books and equipment are packed up the way you found it. Please respect others by leaving the room clean and re-set for the following session. Outdoor sheds and doors to outside **MUST** be locked. Lights and fans must also be turned off.

## Equipment

**Our equipment is acquired with our fundraising money, which requires a lot of work and commitment from all parents and Playgroup coordinators. Do ensure that the toys and books are treated with care and respect.**

**Please advice the office immediately if any items is/are damaged during the session, so that the equipment can be send for repair as soon as possible.**



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## Fundraising

Fundraising is an essential part of our Playgroup. Every member is expected to support at **least 2** of our Fundraisers in a year. We run **3 fundraisers every year**.

1. **BUNNING Sausage Sizzle (Fountain Gate Store)**: parents are expected to help on the day and/ or donate items such as serviette, sauces, drinks, etc.
2. **End of the year Raffles**: parents are expected to help selling raffle tickets in order to raise extra fund.
3. **To be advised**

The fundraising events are required in order to maintain our extensive range of toys, craft materials, equipment and also to keep fees low and affordable to families.

**Please sign the Registration Form after you have read and agree with BPNH Playgroup terms and conditions.**

## Playgroup Contacts

### Samar Mougharbel

Manager  
Brentwood Park Neighbourhood House  
(03) 8743 0671  
[manager@bpnh.org.au](mailto:manager@bpnh.org.au)

### Lyn Vargas

Playgroup Co-ordinator  
Brentwood Park  
(03) 8743 0671 – 0421 182 802  
[playgroup@bpnh.org.au](mailto:playgroup@bpnh.org.au)

## Brentwood Park Neighbourhood House Playgroup

If you wish to pay for playgroup term fees through bank transfer please use details below.

Account Name: Brentwood Park Neighbourhood House

Westpac Bank BSB: 033 609

Account Number: 345 659

Reference Name: Playgroup term (1,2,3 or 4) & (Family Name)



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