



# GRASSHOPPERS PLAYGROUP Inc.

for families with children aged 0 to 5 years

## Information booklet

Play Laugh Learn

HAVE FUN

Wyndham Vale Community Learning Centre,  
Manor Lakes Boulevard, 3024

[www.grasshoppersplaygroup.com.au](http://www.grasshoppersplaygroup.com.au)

[grasshoppers@grasshoppersplaygroup.com.au](mailto:grasshoppers@grasshoppersplaygroup.com.au)

# WHAT IS PLAYGROUP?

Playgroup is all about bringing parents, carers and children together for mutual enrichment - to play, learn and develop skills in a socially interactive intergenerational and safe environment

Playgroup provides a time for children to play with and along side other children with age appropriate toys and many different to those they may have at home. It also allows time for children to interact with their parent and other adults away from home in a relaxed atmosphere. The children get to experience creative activities like painting, paper craft and using different materials, and are exposed to simple group experiences such as listening to stories and singing songs.

Playgroup is equally beneficial for the adults too. It gives time for social interaction between parents of young children, allowing the sharing of ideas and experiences and an opportunity to make new friends.

## ABOUT US

Grasshoppers Playgroup was established in 1999 by a Werribee Mothers Group and been an active member of Playgroup Victoria ever since. Grasshoppers Playgroup is a non-profit group run by a committee of volunteers that attend our sessions with their children.

We aim to provide a relaxed, clean, safe and friendly environment where parents/carers and their children from the Wyndham area can have the chance to meet and interact with other parents and children. As a playgroup, Grasshoppers aims to:

- provide group activities that encourage co-operation. The use of activities and play aid children's social development and improve fine and gross motor skills.
- encourage the use of manners.
- encourage sharing.
- encourage children to help pack away equipment/toys after use.
- encourage children to wait their turn and learn patience.
- encourage children to follow rules.
- encourage friendships to develop for both carers and children.
- teach how to care for other people's property
- provide activities that introduce colours, shapes and numbers
- teach how be involved in a group of similar ages children for the development of social skills
- most importantly TO HAVE FUN!!!!

## OUR FACILITIES

We hire community rooms 2 and 3 at the Wyndham Vale Community Learning Centre which has plenty of space, including:

- large indoor area with heating and cooling, great for wet/hot weather play.
- many indoor toys to cater for all age groups and interests.
- a large selection of children's books.
- art and craft supplies.
- an indoor storage room for all of our toys and craft.
- full kitchen facilities with free tea and coffee, milk and sugar included.
- unisex bathroom and baby changing area.
- outdoor play area with small bikes, slide and balls for play and a bench seat to watch from.
- all parking is off the street.

We are responsible for putting toys and equipment back where it came from and making sure things are left clean and tidy. Please check the store room diagrams and labels to ensure things are put in the right place. This includes checking a box of toys matches the label before putting it away.

## SESSIONS

### Playgroup Times

We have several sessions a week:

MONDAY 9.30am – 11.30am

THURSDAY 9:30am- 11:30am

Each group is run by the parents that attend with their children. We have a Group Leader for each session who is responsible for opening up and closing the rooms each week, but it is the responsibility of all members to set up and pack up the play equipment and snack each week – ‘many hands make light work’. The session you attend may have a roster in place so that everyone is given the opportunity to help equally. Your Group Leader will let you know if this is the case.

We have a basic session time structure that is a useful guide. We have found that Playgroup is much more enjoyable for all if there is a little structure to the session. Each session begins with an art or craft activity and free play inside, followed by morning tea. Free play and the occasional song/story time will occur during pack up.

### Morning Tea

Each week you will need to bring with you some fruit for the children to share at morning tea time. Please refrain from bringing chips, doughnuts etc. as we have a party day at the end of each term. Water is provided for the children as well as tea/coffee for the adults.

You are most welcome to bring a cake for all to share on your child’s birthday.

Your group may also have a roster for morning tea whereby you bring something other than fruit that the parents/carers can enjoy and children at your discretion.

### Other Playgroup Session Information

You must sign in and out each week using the sign in book. Please make sure you do this as it is important for safety and insurance purposes.

We are a ‘No Hat - No Play’ Playgroup. Please bring a hat for you and your child/ren during terms one and four for outdoor play.

If your child is too sick to take part in daily activities, including outdoor activities or is unwell with contagious illnesses or has had the following symptoms in the last 24hours, please do not bring them to playgroup. This includes, but is not limited to chicken pox, measles, vomiting, diarrhea, coughing and head lice. If your child has a cold but is still active you may bring them to playgroup as long as you are careful to sanitise their hands regularly and ensure they do not share food or drink with other children.

Inappropriate behaviour that hurts other people or disrupts another child’s play needs to be handled by the parent or carer so that the child learns to interact within acceptable limits. You may also find that other parents will also intervene with other children so that we can all enjoy playgroup.

Supervision at Playgroup is about duty of care, behaviour guidance, safety and fair play that is fun for everyone.

Playgroup sessions are held within the Victorian school terms. A special holiday session is also occasionally held.

## ENROLMENT and FEES

### Enrolment Form

You are more than welcome to trial our sessions to see which group works best for you. After the initial trial, the enrolment form must be completed in full prior to commencing as a member and will be held by the Secretary of Playgroup. Please note that we will be relying on this information should any issues arise.

Medical Information – if the child is in the care of another person other than the parent, please ensure they are aware of your child's medical history to enable the best care and treatment to be given in the case of an emergency.

You may join our playgroup at any time during the year. Enrolments for the year are also taken at the conclusion of the Annual General Meeting held in November each year. Current members are given first preference to re-enroll for the following year.

### Image Release Form

A permission form must be completed so we know whether we may use any images of you and your children that may be captured during a session or event. There are various levels of permission that you can choose from.

### Fees

Fees cover costs such as venue hire, provision of tea/coffee/morning tea, weekly activity and the end of year party. Please see the payment instruction sheet for current prices, terms and conditions.

We do not offer a pay as you attend facility. Bank deposit, cash and internet transfer are accepted.

## FUNDRAISING

Fees cover most of the funds we need to run the Playgroup but we usually have two or three minor fundraisers throughout the year. As Playgroup is totally self-funded, all the proceeds are put back into equipment, toys and our end of year Christmas party.

If you have suggestions for fundraising ideas, please email [fundraising@grasshoppersplaygroup.com.au](mailto:fundraising@grasshoppersplaygroup.com.au)

# MEMBERSHIP

Grasshoppers Playgroup became an incorporated body in 1999 ensuring its continuity even as its members change. Being incorporated means we can enter into contracts and agreements using the organisation name, that we have legal protection for members and we are eligible to apply for a larger range of grants.

Every incorporated association must have rules. The rules:

- guide how the association operates
- are a contract between the association and its members
- set out your association's purposes
- list the rights and responsibilities of members and office holders.

Members should know the rules. You have the right to inspect the rules and obtain a copy on request. Any family or household who supports the purposes of the Association (Grasshoppers) is eligible for membership. To apply to become a member of Grasshoppers, a person must submit an enrolment form to a committee member stating that the person—

- (a) wishes to become a member of Grasshoppers;
- (b) supports the purposes of Grasshoppers; and
- (c) agrees to comply with the Rules set out by Grasshoppers.

As soon as practicable after an application for membership is received, the President will decide to accept the application or take to the Committee for further review.

## General rights of members

A member of Grasshoppers who is entitled to vote has the right to:

- receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by the Rules;
- submit items of business for consideration at a general meeting;
- attend and be heard at general meetings;
- vote at a general meeting;
- have access to the minutes of general meetings and other documents of Grasshoppers;
- enquire as to whether a specific person/s are on the register of members.

A member is entitled to vote if more than ten (10) business days have passed since payment of membership fees and the member's membership rights are not suspended for any reason.

The rights of a member are not transferable and end when membership ceases.

## Ceasing membership

A member may resign by advising any committee member or may be taken to have resigned if the member's fees are more than five (5) weeks late.

## Annual general meetings

The Committee must organise an Annual General Meeting (AGM) of the Association to be held by the end of November each year.

We encourage all members to attend the AGM so that you are aware of the activities of the Association during the preceding year and the financial position of the Association. Members also vote on the election of the Committee members and any variation in fee for the following year.

The AGM may also conduct any other business at the request of its members as long as the rules of have been followed.

# COMMITTEE

Grasshoppers Playgroup cannot operate without a Committee which is why it is so important.

According to the Constitution the following roles may be held within the Committee.

- President
- Vice President/Secretary
- Treasurer
- Marketing
- Fundraising
- Group leaders
- Ordinary members

In some cases the same person may hold two (2) positions of responsibility. In other cases we may have two (2) people sharing one (1) role eg group leader. This is a good way to share responsibilities or to learn a new role.

The Constitution outlines some duties that must be filled by a certain position ie president, secretary and treasurer. The rest of the roles in the committee are determined by the committee or delegated by the president. You can request to view the current role descriptions if you are interested in becoming a member of the Committee.

Any member can nominate themselves or another person during the AGM in November each year or be appointed by the President if there is a vacancy during the year. With great difficulty, we can continue to operate if a full committee is not formed as long as we have the three (3) main roles set out in the Constitution.

We recommend joining the Committee, even as a Group Leader or ordinary member, so that you can have a greater say in how we operate, spend more time with friends and Committee members are given discounted fees.

Meetings are scheduled at least once per term at a time and place that suits all committee members. These general committee meetings are held to organise and coordinate various events for the year and to communicate important information.

Thank you for your interest in Grasshoppers Playgroup and we look forward to getting to know you and your children.



## ENROLMENT FORM

<b>DATE JOINED</b> (new families):		<b>SESSION ATTENDING:</b>	
FAMILY NAME:			
CHILD 1:		D.O.B	_/_/___
CHILD 2:		D.O.B	_/_/___
CHILD 3:		D.O.B	_/_/___
NAME OF CARER/S ATTENDING:		RELATIONSHIP	
HOME PHONE:		MOBILE NO:	
ADDRESS:			
EMAIL:			
EMERGENCY CONTACTS	NAME	RELATIONSHIP	MOBILE NO
1.			
2.			
ALLERGIES, MEDICAL CONDITIONS:			
PLAYGROUP VICTORIA MEMBERSHIP NO:			

I \_\_\_\_\_ being the Parent/guardian of the above named child/ren, do hereby agree that if any of my family is involved in an emergency situation, I accept the Group Leader's discretion to act on our behalf and that I will be responsible for any medical or ambulance costs arising from such an action. I declare that I wish to become a member of Grasshoppers playgroup, support the purposes of Grasshoppers; and will comply with the rules set out by Grasshoppers playgroup Inc. constitution.

Signature: \_\_\_\_\_

Date: / /

## Image Release Form

I \_\_\_\_\_ grant / deny permission for photos and/or video to be taken and for Grasshoppers Playgroup Inc. to use the image of myself and my Child/ren \_\_\_\_\_

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

Such use may include the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child/ren for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Grasshoppers website or Facebook pages.

I understand that my child/ren's surname will not be published and that I will receive a courtesy email if an image containing my child/ren is to be used in any Grasshoppers materials.

I understand that I am responsible for preventing my child's photo from being taken if that is my wish.

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_





## Payment Instructions 2017

Fees for returning members must be paid by the end of the previous term. This ensures your position and makes us aware you will be returning. New members are entitled to one free trial then must pay within a week of joining. **If fees are more than 2 weeks late YOUR PLACE WILL BE FORFEITED.**

Weekly Sessions	1 Term	2 Terms
Thursday & Friday	\$50	\$90

### Terms & Conditions

- Fees are a charge calculated per family, per term.
- You will receive a discount if you pay for two terms (i.e. \$90) or a full year (i.e. \$180) in one payment.
- If you attend more than one session during the week (i.e. Thursdays and Fridays for the term) you need to pay \$50 for the first session and \$35 per additional group (i.e. \$85 per term for 2 sessions or \$120 for 3 sessions). No further discount applies for multiple terms.
- Bank deposit, cash and internet transfer are our only accepted payment methods.
- When you enrol in grasshopper's playgroup you commit to a full term of classes. If you need to cancel your booking prior to the commencement of the Term we will be happy to give you a full refund less a \$10 cancellation fee. Please note that no refunds are paid for cancellations once term has commenced.

## Bank Payment Details

**Bank:** Commonwealth

**Account Name:** Grasshoppers Playgroup Inc

**BSB:** 063 541

**A/C Number:** 1106 2595

It is very important that you leave your surname as a reference for all deposits into this account. If you pay at the bank please leave your Playgroup Vic Member number as reference.

Please email your payment details to [treasurer@grasshoppersplaygroup.com.au](mailto:treasurer@grasshoppersplaygroup.com.au)



## Playgroup Victoria Membership

There is also a compulsory annual fee to be paid to Playgroup Victoria. This fee covers a comprehensive insurance for your family while attending playgroup and also entitles you to Playgroup Victoria Membership. Payments must be paid directly to Playgroup Victoria, phone 1800 171 882 and for more information visit [www.playgroup.org.au](http://www.playgroup.org.au). The Grasshoppers ID number is: **107770**.