

Little Macs Playgroup

Information Booklet 2018



Welcome to Little Macs Playgroup. Playgroup is a parent run group where families with preschool age children come together to play and have fun. We hope that you and your children enjoy being part of our playgroup and trust that the information in this booklet is useful.

Term Dates 2016

Term 1 - 29th January to 29th March

Term 2 - 16th April to 29th June

Term 3 - 16th July to 21st September

Term 4 – 8th October to 21st December

Please note sessions are not run on public holidays.

Fees

1. Mactier Community Centre annual membership fee is \$10 per family.
2. Playgroup Session fee – prices are per family. \$3 per session or \$20 per term or \$80 per year.
3. Playgroup Vic membership -\$40 per year.

What is the Mactier Community Centre?

The Mactier Community Centre supports Defence families in the greater Melbourne area. We do this by providing various support services, running a range of fun groups, programs and social events where Defence families can meet others, connect with their local community, grow support networks and generally have a grand old time!

The Mactier Community Centre welcomes members of the general community and many of our groups are made up of both Defence and non-Defence families.

Why am I being asked to join Mactier Community Centre?

Little Mac's Playgroup was established by the Mactier Community Centre and by joining Mactier Community Centre, you are ensuring that we can continue to run this wonderful playgroup.

Your membership fees covers running costs such as purchasing of toys, books, equipment, craft supplies and tea & coffee supplies

As a Mactier Community Centre member you are welcome to join in with the many other groups and activities at the discounted community rates. Some Defence family discounts may apply.

Insurance / Playgroup Victoria Membership

All members are required to join Playgroup Victoria for Insurance purposes.

The Playgroup Victoria membership also allows you to attend their great Play days free or at discounted rates.

You can join/renew and pay online at www.playgroup.org.au and quote the Little Macs Playgroup number which is 90935.

Safety

Please ensure children are **SUPERVISED** at all times, both inside and out.

Parents must stay within playgroup grounds while their child/ren are attending Playgroup.

Parents are at all times responsible for their child/ren while they attend Playgroup.

Children are not permitted in the Kitchen area.

The First Aid Kit is located in the kitchen. Please make sure you complete an accident/injury report form if you or your child has an accident at playgroup. Forms are kept in the sign in folder.

Sun Smart Policy

Little Macs Playgroup is a Sun Smart organisation. Please ensure that you protect your children from the sun by following the Sun Smart guidelines such as applying sunscreen, wearing hats and encouraging children to use shaded areas in the hottest part of the day.

Healthy Eating

Each session includes a snack time. Little Mac Playgroup encourages you to bring along a healthy snack to share (e.g. a piece of fruit, dry/plain biscuits, sultanas etc.) NO NUTS PLEASE!!

Attendance

There is an attendance sheet for each session which needs to be completed by all attendees every session. This is considered a legal document for insurance purposes so it is imperative that it is completed each session. Please advise the Playgroup rep if you will no longer be attending playgroup as there is often a waiting list for groups.

Maintenance/ Cleaning Procedure

The maintenance of playgroup is the responsibility of **ALL** its members. If you use it, put it away. Groups are encouraged to organise a roster so that the workload is shared. Please remember to look after the equipment. Children should be encouraged to care for the things they use and play with.

End of Session Checklist

1. Ensure everyone has signed in.
2. Vacuum/Sweep all floors.
3. Wash, dry and put away all dishes.
4. Wipe down benches and tables with disinfectant.
5. Remove all rubbish, food scraps etc.

6. Ensure books are on the bookshelf.
7. Ensure equipment and toys are put away in correct containers, cupboards or shelves.
8. Switch off lights, heaters and fans.
9. Ensure external doors and windows are securely locked.

Broken toys / equipment

The Group Rep is to be notified of equipment or toy breakages.

Parent participation

Remember the more you put in, the more you and your children will get out of it!!

All our groups have volunteer group reps/coordinators so please help when you can so everyone can enjoy!!!

Feedback

We always encourage feedback so please tell us what you think and if you have any ideas that will help in the running of the group please tell us. Let us know your ideas on the back of your group attendance sheet or email mactiercommunitycentre@gmail.com.

We hope that you and your children have a great time here at the Mactier Community Centre and Little Macs playgroup!!!



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