



## *Member's Responsibilities at Playgroup*

- ✓ We do ask all parents/carers to take responsibility for ensuring their children show respect for others, stop any physical or verbal aggression and work together to maintain a co-operative environment. **You are responsible for your child.**
- ✓ **The supervision and guidance of your child/ren at all times is required** (attendants are not there to discipline children)
- ✓ Reverse park your car in the car park (this is a safety precaution)
- ✓ All children, babies, carers and guests must be **signed in as you arrive** in the foyer. It is essential as the attendance book is used for a roll call in the case of an emergency.
- ✓ Parents should encourage their children to **play carefully with toys** and rough play is to be discouraged
- ✓ Children are encouraged to **sit at the tables during snack/meal times** as running around while eating, poses a choking hazard.
- ✓ Pay fees by the due date (late fees incur a \$10 administration fee)
- ✓ We are sun smart, parents/carers are required to bring hats and sunscreen for both yourself and your child during Term 1 and Term 4.
- ✓ Parents are required to wash and dry their own dishes, ie coffee cups.
- ✓ At the commencement of each term, nominate yourself on the morning/afternoon tea roster.
- ✓ You must notify the Enrolment Officer if you are to be absent for more than 3 weeks – failure to do so may result in forfeiture of your place.
- ✓ The Annual General meeting is held in September/October. Parents are required to attend this meeting and session preference is given to those who attend. The AGM requires a quorum to make this meeting official.



## *Policies*

Some of our Policies, in the interest of all members, are as follows:

- ✓ Sick children are **not** to attend Playgroup.
- ✓ If an adult/child has attended the Playgroup with a contagious disease then it is suggested that anyone who has not been immunised against this disease should not attend Playgroup until the risk of contracting the disease has passed.
- ✓ **No** smoking or Alcohol in or around the Scout Hall (including the car park).
- ✓ Soiled nappies should be taken to the outside bin or taken home
- ✓ We are a **nut and egg allergy aware playgroup**. Please note this when bringing food to Playgroup, including food for your own consumption. No nuts in or on any food, no peanut butter or egg in sandwiches. However, egg baked in a cake or slice is fine. This also extends to parents/carers morning tea.
- ✓ Children affected by head lice are not permitted at playgroup
- ✓ No parking in front of the gates to the Oval as maintenance on the oval is required from time to time.
- ✓ All cars to be 'reverse parked' in the car park (for safety purposes).
- ✓ North Ringwood Playgroup celebrate the following: Easter, Christmas, Father's Day and Mother's Day.
- ✓ North Ringwood Playgroup has a Sun Protection policy. Members are required to bring a suitable hat and sunscreen for themselves and their child/ren in terms 1 and 4.
- ✓ Further details can be obtained from the Policy booklet located in the kitchen in a red folder. Refer to Playgroup Attendant for access.