



6 Lathlain Place, Lathlain Western Australia 6101 [www.lathlainplaygroup.com](http://www.lathlainplaygroup.com)  
Registered member of Playgroup WA Inc. Registration number: A1000241X. ABN: 38 151 385 566

Hello

Welcome to Lathlain Playgroup!

Playgroup is a safe place for you to enjoy time with your family and to enjoy the company of others experiencing the joys of parenthood!

Your membership entitles you to attend one session per week with access to use items in the craft cupboard, the music player as well as the toys inside and in the shed.

In becoming a member you are agreeing to participate in the following:

- packing away at the end of your session
- contributing to the weekly cleaning task (may be a roster system)
- attending at least one busy bee
- welcoming new members and people interested in joining.

We've attached more of the details, these are especially important for day leaders. If you have any questions, these may help you find the answer.

Please enjoy your time at Lathlain Playgroup, we hope that like us, you get to enjoy it for many more years to come.

The Committee.



## Our values

As a member of Playgroup WA we are committed to the Playgroup WA Charter. The Lathlain Playgroup will be:

- Welcoming and Friendly
- Co-operative and caring
- Supportive and Respectful
- A Team Effort
- A Safe Place
- Fun and Learning
- For Families TOGETHER

This Charter has been developed to promote a positive atmosphere in Playgroup.

## Our Facilities and Session Times

The Town of Victoria Park owns and maintains lease agreements with our fellow co-tenants, the Toy Library and the Carlisle/Lathlain Child Health Nurse. We share the communal areas including the kitchen, toilets and outside space.

Session times are flexible but generally morning sessions will take place between 8-12pm and afternoon sessions to commence from 12pm. Day leaders should liaise with the Membership Coordinator if they change the usual time they open or leave for insurance purposes.

Some sessions are full and there is a wait list. If you wish to switch sessions please contact our Membership Coordinator via email at

[lathlainplaygroup.memberships@gmail.com](mailto:lathlainplaygroup.memberships@gmail.com)

Our Sessions	
Monday AM 9.30am - 11.30am	Monday PM 1pm - 4pm
Tuesday AM 9.30am-11.30am	Tuesday PM 2-4PM
Wednesday AM 9.00am-11.30pm	Wednesday PM 12.30pm-4.30pm
Thursday AM 9.30-am - 11.30pm	Thursday PM 2.30pm-4.30pm
Friday AM 9.30am -11.30pm	Friday PM 12.00pm -4.30pm



## **Membership fees**

### **How does it work?**

Full Family Membership is \$185 per annum. There are discounts for concession card holders and for paying fees early, refer below. Annual membership is from 1 February to 31 January. Members joining part way through the year pay a pro rata amount, at the discretion of the Treasurer.

### **The details**

The total membership fee to attend our playgroup is made up of two parts:

**The Playgroup WA (PGWA) insurance fee:** This includes your membership with PGWA and insurance for your family/carer group. This fee is transferable between playgroups in WA and is set by PGWA at \$35. If you have any valid concession cards (need documentation proof), your Playgroup WA fee is reduced to \$15.

The PGWA fee covers all children in that family/carer group. In order to provide this insurance coverage, details of each child attending playgroup (name, age, birth date and gender) must be provided to playgroup which are then updated in PGWA's database. For this reason it is important that details of any new children in your family/carer group are provided to the playgroup.

**The Lathlain Playgroup membership fee:** This fee is paid per family/carer and allows our playgroup to cover the costs of running the building and providing playgroup services and equipment. The annual membership fee is \$150 in addition to the \$35 insurance fee.

### **Summary**

Full Family Membership = \$185 per annum, or \$165 if paid by 1 March  
Playgroup Plus Membership = \$90 per annum or \$80 if paid by 1 March  
Paid Elsewhere = \$150 per annum, or \$130 if paid by 1 March.

### **What if I leave part way through the year?**

You are entitled to a refund on part of your membership fee on a pro-rata by term basis (with a minimum total fee of one term). Please note that the PGWA insurance portion of your fee is non-refundable. To terminate your place in your



playgroup session you need to advise in writing, both the Memberships Coordinator ([lathlainplaygroup.memberships@gmail.com](mailto:lathlainplaygroup.memberships@gmail.com)) and Treasurer ([lathlainplaygrouptreasurer@gmail.com](mailto:lathlainplaygrouptreasurer@gmail.com)). A reimbursement will then be calculated and paid to your nominated bank account.

### **Our Committee**

We are 100% run by our membership base. Our Committee members are volunteers who are dedicated to the Lathlain Playgroup and to their respective families. The Committee Members for 2018 are:

President	Breanna Young 0405 651 259
Vice President	Gemma Dangerfield
Treasurer	Youngsun Yoon
Secretary	TBC
Purchasing Officer	TBC
Events Coordinator	TBC
Memberships Coordinator	Katie Luke

Nominations for committee roles take place prior to the Annual General Meeting held at the beginning of each year. If a vacancy arises during the year, members will be notified so they may consider nominating for the position.

## **Our Membership Responsibilities**

### **Guidelines**

These guidelines serve us well in making playgroup a safe and inclusive environment:

1. Adults are responsible for the safety and supervision of the children they bring.
2. Every child has a right to safe and fair play.
3. Playgroup is a “no hurting” zone.
4. Playgroup is a smoke free environment.
5. All members are valued and respected.
6. All families are welcome.
7. We are a Sun Smart playgroup.
8. Everyone helps with the workload and is involved in setting up and cleaning of playgroup.

### **Busy Bees**

When you complete the membership forms you would have been asked to nominate for one of our three busy bee sessions. These sessions help us to keep our playgroup in tip top shape. These sessions typically take 1.5 to 2 hours. You will be sent an email to remind you of the busy bee session. Light refreshments are provided.

- Sunday 15 March at 10am
- Wednesday 29 July at 7.30PM
- Sunday 11 October 10am

### **Looking after our playgroup**

Groups will be allocated a cleaning task in addition to the regular list of cleaning duties to be completed by each group. This is important to maintain an adequate level of hygiene for all members, to be respectful of other sessions and to ensure our toys and equipment are looked after.



## **General Meetings**

We hold four general meetings per year plus an Annual General Meeting. The Day Leader or nominated representative from each session is required to attend in order to have appropriate representation to pass motions. All members are welcome to attend.

## **Membership benefits**

Playgroup membership gives you access to Playgroup WA membership and offers. When you receive your receipt, download the free playgroup app Kidzabuzz, for access to special offers. Click on this [link](#) or visit [playgroupwa.com.au](http://playgroupwa.com.au).

## **Lathlain Playgroup Events**

We hold events throughout the year to provide members the chance to bring the family along and meet other members. Our Christmas party is a very fun affair and definitely not one to be missed.

## **Frequently Asked Questions**

### **Can I bring friends and relatives to playgroup?**

It's best to check with your day leader as a courtesy. You may bring visitors from time to time, or share 'parent duties' with another person such as a grandparent. Visitors are asked to sign in at the bottom of the sign in sheet for that session.

### **Can I bring my own food?**

Yes definitely, please do! Due to members with severe allergies, we ask that no nuts or nut products are brought into playgroup. We also do not permit whole egg or products containing a significant amount of eggs in any session.

Cakes, biscuits with egg is permitted but we ask that all food carefully cleaned away at the end of each session. Sessions that have children attending with severe allergies may adopt further restrictions.

Please note we may revise this list in accordance with members' needs. **Please let us know if your child has any life threatening allergies.**



### **Can I hire playgroup for birthday parties?**

Yes! We take bookings for members only on Saturday afternoons from 12pm-5pm and Sundays between 9am and 5pm. The hire fee is \$150 plus a refundable \$100 bond. Please email our events coordinator at [lathlainplaygroup.events@gmail.com](mailto:lathlainplaygroup.events@gmail.com)

### **What is involved in the busy bees?**

They usually take between 1.5-2hrs. At least two representatives per group is needed to carried out thorough clean of the toys or other general maintenance as required. We have two evening sessions and one Sunday session each year. You would have selected a date as part of your membership form. We will send out reminders.

### **Do I have to attend general meetings? How often are they?**

We have four general meetings each year and our Annual General Meeting which is held in January. Day leaders and Committee members are asked to attend as required by our constitution to pass decisions. Other members may attend, or represent the day leader if they are unable to. Refer to the calendar attached.

### **Who do I contact?**

Memberships queries : [lathlainplaygroup.memberships@gmail.com](mailto:lathlainplaygroup.memberships@gmail.com)

Maintenance/building: [lathlainplaygroup.vicepres@gmail.com](mailto:lathlainplaygroup.vicepres@gmail.com)

Purchasing requests: [lathlainplaygroup.purchasing@gmail.com](mailto:lathlainplaygroup.purchasing@gmail.com)

Events: [lathlainplaygroup.events@gmail.com](mailto:lathlainplaygroup.events@gmail.com)

Membership payments: [lathlainplaygroup.treasurer@gmail.com](mailto:lathlainplaygroup.treasurer@gmail.com)

All other enquiries: [lathlainplaygroup@gmail.com](mailto:lathlainplaygroup@gmail.com)

## Calendar of Dates 2020

JANUARY	FEBRUARY	MARCH	APRIL
	<p><b>AGM</b> 26 February 7.30PM</p>	<p><b>BUSY BEE</b> Sunday 15 March 10am</p>	<p><b>MEETING</b> Wednesday 3 April 7:30pm</p>
MAY	JUNE	JULY	AUGUST
<p><b>MEETING</b> Wednesday 6 May 7.30PM</p>		<p><b>BUSY BEE</b> 29 July 7.30PM</p>	<p><b>MEETING</b> Tuesday 4 August 7.30PM</p>
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
	<p><b>BUSY BEE</b> Sunday 11 October 10am</p>	<p><b>MEETING</b> Wednesday 4 November 7.30pm</p> <p><b>CHRISTMAS PARTY</b> Sunday 1 December 9.30am-12.30pm</p>	<p><b>AGM</b> Wednesday 10 February 2021 7.30PM</p>

**TERM 1** -3 February- 9 April

**TERM 2** - 28 April- 3 July

**TERM 3** - 20 July - 25 September

**TERM 4** - 12 October - 17 December