



# Section Two PLAYGROUP SA

- About Playgroup SA
- Types of Membership
- About Membership
- To Join and Renew
- Benefits to Members
- Playgroup Contact Person
- Checklist





# About Playgroup SA

## History of Playgroup SA

During the late 1960s and early 1970s there were a number of playgroups scattered throughout Adelaide and country SA. There was clearly a need for some cohesion and networking between these groups. Following a public meeting held in June 1974 at The State Administration Centre, a steering committee was elected and in March 1975 the inaugural meeting of the Playgroup Association of South Australia was held.

## Playgroup SA Inc

In 2004 the name was abbreviated to Playgroup SA Inc to align with the newly named Playgroup Australia.

Playgroup SA is a community-based, not-for-profit organisation governed by a voluntary committee of appointed and elected members. Funding is derived from membership fees, fundraising and grants from the former Commonwealth Department of Families, Community Services and Indigenous Affairs (FaHCSIA) as well as the Department for Education and Child Development and the Department of Social Services. Playgroup SA is always looking to extend its financial base.

## The Vision of Playgroup SA

Playgroup SA's vision is to create the opportunity for every child to learn through quality play experiences while supporting their families/carers in their roles as primary educators. It is our intention to do this by establishing and supporting an accessible network of playgroups, where we can promote the value of play in the development of children as well as supporting their families by providing a range of services, information, training and resources.

## The Mission of Playgroup SA

To facilitate positive, enriching, educational experiences in a safe environment for young children and their families/carers by providing an accessible network of playgroup services.

Playgroup SA exists for its members offering more than 40 years of experience and expertise in supporting all kinds of playgroups. Daily assistance is given in rural and regional SA and in metropolitan Adelaide where more than 700 playgroup sessions run each week.

## Values

- Play-based learning
- Parents as first educators
- Volunteers and caregivers
- Accessibility and inclusion
- Empowering others
- Community capacity building
- Principled governance
- Clear communication

## Playgroup Australia Ltd.

Playgroup Australia Ltd is a federation of Australia's state and territory playgroup associations that advocates for, and promotes, playgroups at a national level.

Forming in 1984, it has bipartisan support from both the Australian Government and the opposition. Australian Government funding comes through Playgroup Australia and helps Playgroup SA provide services and keep membership fees low.

National Playgroup Week is a Playgroup Australia initiative.

Playgroup SA members are among more than 120,000 playgroup families falling under the Playgroup Australia umbrella, Australia-wide.

## Advocacy

Playgroup Australia and Playgroup SA advocate on behalf of playgroups to local, state and federal governments.

## Types of Membership

### Playgroup Affiliation

Playgroup affiliation is achieved each year by returning the appropriate Affiliation Form (See Chapter 11 or download from [www.playgroupaustralia.com.au/sa](http://www.playgroupaustralia.com.au/sa)) together with the yearly Affiliation Fee to Playgroup SA Inc Playgroups then receive a receipt for payment as well as an Affiliation Certificate to be displayed at each playgroup.

### Family Membership

This is by far the most common type of membership because it allows playgroups to enjoy all the services of Playgroup SA, including a specially designed playgroup insurance cover. All playgroup families need to join in order for the insurance cover to be fully effective. New members joining through the year need to be added within ten days of joining.

Families can choose from the following options:

- Earlybird Full Year Family Membership (available for families paying their membership fee before 15 March each year)
- Full Year Family Membership
- Half Year Family Membership
- Term Family Membership

### Professional Membership

This is designed to meet the needs of individuals, organisations, agencies or councils. It is ideally suited to people with a personal or professional interest in early childhood and playgroups.

### Life Membership

An honorary life member is a person who has given outstanding service to Playgroup SA and is elected a life member by a majority of members present at an Annual General Meeting.

### Full Association Membership

This is for financial Family Members who have an interest in the administration of the Association as an organisation. Full Association Members are the only members entitled to vote at the annual general meeting and special general meetings. They are also the only members entitled to stand for election to the Board of Management at each annual general meeting.

This form of membership provides members with the opportunity to develop or refresh skills in the area of community-based management and leadership.

### Family Day Care Providers Membership

Maximum of 4 children.

Providers have the following options of membership payment.

- Earlybird Full Year Membership (available for providers paying their membership fees before 15 March each year)
- Full Year Membership
- Half Year Membership
- Term Membership

### How to Join Playgroup SA

Call FREE CALL 1800 171 882 or visit [www.playgroupaustralia.com.au/sa](http://www.playgroupaustralia.com.au/sa)

# About Membership

## Membership information

Call Playgroup SA on FREE CALL 1800 171 882 for all membership fee enquiries.

### To join Playgroup SA

Complete a Family Membership Form which can be obtained from the playgroup coordinator / playgroup contact person. Additional forms may be obtained by contacting Playgroup SA.

### To renew membership each year

In December each year, the playgroup coordinator / playgroup contact person will receive an Affiliation Pack for the following year. The pack will contain a new Affiliation Form for the playgroup and Family Membership Forms. The Playgroup Affiliation fee needs to be paid before memberships for that playgroup can be processed.

## Insurance - the family

For insurance purposes 'the family' is described as the child(ren) and the care provider who attend the playgroup session. The care provider's name and the name of the child(ren) attending playgroup (including babies) must be listed on the Family Membership Form.

Grandparents are deemed family when nominated on the Family Membership Form. Registered nannies, Family Day Care providers and children registered with a Family Day Care scheme are deemed family for playgroup membership purposes.

Other care providers, such as informal nannies, friends, other relatives and neighbours are not deemed family for membership/insurance purposes and must hold playgroup membership in their own name.

## Concession

A discounted Family Membership fee is available for Health Care Card holders.

## Refunds

Family Membership is not refundable, or transferable, to another family within the playgroup.

## Annual membership

Annual membership runs from the first day of Term One of the current year to the commencement of

Term One of the following year (ie 12 month calendar year period).

## Hardship

Where a family is experiencing particular hardship the playgroup may apply in writing to our honorary treasurer to waive the cost of Family Membership. It is not necessary for other playgroup members to know that a family is experiencing hardship and there will be no indication on our database. A new application needs to be made each year.

## Record keeping

Keep a weekly attendance record for insurance purposes by using the Playgroup SA Attendance Form provided to affiliated playgroups. Such records are essential when including professional caregivers in your playgroup. Should there be a claim, the insurer needs to have a record of the names of each child attending playgroup on a particular day.

Accident and attendance records need to be kept for all families currently attending the playgroup - originals of such records need to be sent to Playgroup SA and a copy of any incident record given to the relevant family to keep in case of future claims.

Playgroup financial records (bank statements, profit and loss statements and cheque stubs) are to be kept for seven years.

For privacy reasons, destroy medical and enrolment forms when the family stops attending the playgroup.

## Legal information

To comply with the Associations Incorporation Amendment Act 2009, Playgroup SA must record the names and addresses of all Family and Professional members. Family details are not required for Playgroup Membership. This information is kept strictly confidential and used only for business purposes.

## Relocating Interstate with membership

You may take your Family Membership interstate as it is recognised by each state and territory playgroup association. For state and territory playgroup association contact information call Playgroup SA on FREE CALL 1800 171 882 or visit [www.playgroupaustralia.org.au](http://www.playgroupaustralia.org.au).

## Benefits to Members

	FAMILY MEMBERSHIP	PLAYGROUP COORDINATORS	AFFILIATED PLAYGROUPS
<b>ABC Membership Card</b> Includes discounts online and with numerous SA-based businesses	✓	✓	N/A
<b>SA Kids/State of Play</b> State-based 2-in-1 parenting and Playgroup magazine (distributed 4 per year)	✓	✓	✓
<b>Subscription to ePlay News</b> Playgroup SA's electronic state-based newsletter (distributed 6 per year)	✓	✓	✓
<b>Playgroup SA events</b> - Invitations and discounted entry into Playgroup @ the Zoo and other playgroup events (including Easter, Book Week, Children's Week and Christmas Playgroups)	✓	✓	✓
<b>Playgroup SA Courses</b> Access to Playgroup SA Courses ie. Senior First Aid, Child Safe Environments, etc.	DISCOUNTED	DISCOUNTED	N/A
<b>Playgroup SA Workshops</b> Access to Playgroup SA workshops ie. Messy Play, Physical Play, Christmas Craft, etc.	DISCOUNTED	DISCOUNTED	N/A
<b>Insurance Cover</b> Comprehensive public liability and personal accident insurance when attending Affiliated Playgroups and Playgroup activities in SA	✓	✓	✓
<b>PBC Expo</b> Free tickets to the Pregnancy, Baby and Children's Expo	✓	✓	✓
<b>Full Association Membership</b> Provides you with voting rights at Playgroup SA's AGM, Special General Meetings and the option to run for election on the PGSA Board of Management	✓	✓	N/A
<b>Attending Playgroup</b> Attending as many Affiliated Playgroups, within SA, as you wish	✓	✓	N/A
<b>Playgroup Promotion &amp; Referral</b> Playgroup SA will promote and refer your Playgroup to members of the general public who enquire about Playgroups in their local area	N/A	N/A	✓
<b>Playgroup Support</b> Playgroup support via phone, email and/or Playgroup visits through the Playgroup Support and Development Officer	N/A	N/A	✓
<b>Grant Application Assistance</b> Assistance with grant applications and the auspicing of grants where applicable	N/A	N/A	✓
<b>Event Management</b> Playgroup SA can provide assistance with promotion and event management of any special Playgroup Events	N/A	N/A	✓

Membership benefits may change annually. Go to [www.playgroupaustralia.com.au/sa](http://www.playgroupaustralia.com.au/sa) for current member details.

# Playgroup Contact Person

## Responsibilities of the Playgroup Coordinator / Playgroup Contact Person

### Monitor Playgroup Family Membership

The contact person is responsible for sending new membership payments within ten days for families that join Playgroup SA via their playgroup. Some families may choose to send their membership payments direct to Playgroup SA.

All playgroup families must join Playgroup SA to ensure the playgroup has full insurance cover.

#### **DON'T LEAVE YOUR PLAYGROUP UNINSURED.**

### Deal with insurance information

It is the contact person's role to ensure the playgroup:

- refers insurance enquiries to Playgroup SA
- records all accidents and injuries
- advises families concerned to keep appropriate records if an incident occurs, which may inform a future claim.

### Make Playgroup SA resources available

The Playgroup Manual and other playgroup resources are mailed to the contact person. Have them available at playgroup for all members. This could be part of an adult library.

### Be the contact for new members

Families who contact Playgroup SA wanting to join a playgroup are given the nominated person's first or given name and phone number only. To protect privacy family surnames are not provided.

Where there is no enrolment secretary the contact person may also nominate themselves as the phone contact for their municipal playgroup directory published in print and online.

When a contact person receives phone calls they allocate these families to the appropriate session. The contact person needs to know which sessions are full and which have vacancies.

They may also be responsible for playgroup waiting lists and assessing whether a new playgroup session needs to be started.

Keep the contact person's file.

Keep a file of all information relating to this position. Include:

- current Playgroup SA enrolment details for each session
- position description
- all insurance information and claims
- attendance, accident and injury record book
- waiting list.

### Hand over the position

The contact person is a vital link between your playgroup and Playgroup SA. If this position is to be taken over by someone else, make the changeover smooth:

- Talk to the new contact person.
- Pass the file on to the new contact person.
- Pass on your name and phone number, should the new person wish to contact you for help.
- Contact Playgroup SA with details of the new contact person.

## PLAYGROUP SA

# Checklist

Consider the following to assess your understanding of Playgroup SA and Membership Benefits.

Photocopy this checklist and tick what is working well. Talk together about what actions to take to complete the list. Encourage families to voice any concerns and plan for immediate action.

- Members understand that Playgroup SA Family Membership is more than just insurance cover.
- Playgroup SA membership benefits are explained to families.
- Playgroup families know about Playgroup SA's website at [www.playgroupaustralia.com.au/sa](http://www.playgroupaustralia.com.au/sa) and are encouraged to visit regularly.
- The Playgroup Manual is on display and available at each session.
- A weekly attendance book is kept.
- Families call Playgroup SA if they need information about membership.
- Families are encouraged to attend Playgroup SA events.
- Families are encouraged to attend playgroup training days.

### Playgroup contact person

- All family details are correct and up to date.
- Playgroup SA is contacted as soon as possible if there is a change to anyone's details.
- Playgroup SA has been notified of all new babies.
- There is a current contact person information file.
- All families and the playgroup are fully insured.