



Section Seven

TAKING RESPONSIBILITY AND WORKING TOGETHER

Getting Everyone Involved

Working with Volunteers

Keeping Records and Planning

Playgroup Policies

Duty of Care

Legal and Moral Responsibilities

Playgroup Insurance Facts

Insurance - Frequently Asked Questions

Checklist



Getting Everyone Involved

Four main principles need to be in place when running a playgroup:

1. Systems to get the job done
2. Effective communication
3. Clear decision making
4. Ways to handle complaints

1. Systems to get the job done

Some playgroups work well with little formal organisation; families work harmoniously together to run their playgroup session and share the workload.

For most groups, particularly larger groups, basic systems are necessary. There is no right or wrong way to run a playgroup. Each is different and needs its own simple and effective ways to do things.

From the start, let everyone know they are expected to help. Delegate the workload evenly. Make a list of all the jobs that need doing; each week, once a term and once a year.

Try to avoid the 'I run the playgroup' syndrome when one person does everything and makes all the decisions. They often complain no one helps and that they are in danger of burnout.

The more work is shared around, the more skills the group has to draw on. A sense of ownership and empowerment builds within the group as people share the responsibility to make decisions and run the playgroup.

Show your appreciation for what other people have contributed.

Consider jobs related to:

- building and storage areas – security and keys
- leaving the premises clean
- safety and hygiene
- play equipment – maintenance and purchasing
- administration and finances
- snack time for adults and children.

From this list, delegate tasks - you may have positions of responsibility or rosters to assist in getting the work done.

Regularly check that your systems are working. Talk about whether everyone is satisfied. Be flexible and

open to suggestions about better ways to keep your structure as simple and effective as possible.

As new families join your playgroup, explain to them how your systems work and how they can help.

Take time at the beginning of each year to revise your systems and make any necessary changes.

Setting up and packing away

Few playgroups have the luxury of a room that is only used by them. Most playgroups have to set up and pack away within their allocated session time.

Systems that work for some playgroups include:

- Well labelled shelves and containers.
- Adults set up for their own child.
- Each member takes a turn setting up and choosing what to put out.
- The basic set up is the same each week.
- Each adult clears away the play activity their child is using at pack up time.
- Consideration is given to pregnant women and the elderly.
- Some adults take children for group games or stories while others pack up.
- Children help; it may slow down the process but develops responsibility and ownership.
- Duties are rostered.
- Adults help at a convenient time if they have to leave early or arrive late.

Try to leave your playgroup room as you found it. Provide adequate equipment to make the task easier. Consider how you would like to find the play areas, kitchen, toilets and cupboards. Leave it this way.

Less is more... Don't clutter the playgroup space as this does not always allow room for more freedom in play. Providing an uncluttered space also eases the burden of pack up - as does clearly labelled spaces and containers for toys and equipment.

Let everyone know what is expected. If necessary make up a 'before you leave playgroup' checklist to use until the routines become automatic.

Your checklist may include: chairs stacked, floor swept, carpet vacuumed, dishes washed and put away, toilets flushed, taps off, hand basins wiped, swings packed away, sandpit covered, heaters and lights turned off, tables and bench tops wiped, smocks, tea towels and hand towels taken home for washing.

Getting Everyone Involved

Rosters

Rosters are a helpful way of getting everyone involved and sharing the workload. Two systems of rosters work well at playgroup.

1. A calendar planner of dates, names and duties for each school term.
2. A set of duty cards – each member is either given or takes a card that indicates their job for that session.

Weekly routines such as opening up, setting up, preparing snacks, clearing away equipment, sweeping and vacuuming the room and taking home the washing can all be included.

Consider:

- who is responsible for making up the roster
- who distributes rosters to each family
- what happens when someone is away
- where to display the roster at playgroup.

Working bees

Working bees can be a fun day when families work together while the children play, followed by a barbecue lunch together.

Or it may be quicker for some adults to mind the children offsite, thus freeing other adults to get the job completed without distractions.

Your playgroup could have a working bee to:

- clean out the storage area
- give the play area a thorough clean
- clean toys and play equipment
- clean up the playground
- paint the furniture
- install new equipment.

Before you begin a working bee, consider:

- how often do you need one?
- who arranges them?
- what is the most convenient day to schedule?
- how much can you reasonably expect to get done on the day and how many hours will it take?
- will you roster each family once a year?
- will you levy a family who doesn't take their turn?
- who draws up a list of tasks?
- who provides equipment and materials?
- who arranges morning tea or lunch?

2. Effective communication

Good communication is about everyone knowing what's expected and what's happening at playgroup. Members need to be able to share their ideas and be part of the decision-making. They also need to know how to express their concerns.

It is essential for a playgroup to have effective systems in place for making decisions and communicating them effectively. Good communication is clear, concise and on time. Everyone needs to know what is going on and be confident that if any changes are made they will be given the opportunity to contribute to all final decisions.

Many problems in playgroups can be traced back to poor communication. The more sessions a playgroup holds the more organisation it takes to ensure that everyone has the opportunity to contribute to the decision-making process. Everyone must be included.

Playgroups that operate as a single session can share information, discuss issues and make decisions at playgroup by:

- discussing issues while children are having snack time
- distributing a newsletter
- putting news items on a noticeboard
- putting notices in a family pocket or pigeon-hole system
- telephoning or text messaging members between sessions
- emailing or mailouts.

3. Clear decision-making processes

When making decisions, whether they are minor or major, make sure all members:

- are able to raise an issue, idea or concern
- take part in discussions
- understand the final decision and how it was reached
- know who will put the decision into action.

The final decision may be made through a democratic process of:

- consensus decision-making
- voting – an expression of choice usually by a show of hands
- ballot – a written vote given anonymously.

Getting Everyone Involved

Consensus decision-making

Consensus decision-making is a process by which all members finally agree to the decision. Consensus values and gives equal rights to everyone. The discussion will work through any weaknesses people may see in the decision and any areas of disagreement.

At the end of the process everyone owns the decision, is in agreement and is willing to commit to making the decision work. No one feels alienated or disempowered because their views were different to the rest of the group.

4. Ways to handle complaints

Good communication allows members to voice their concerns. When people do, ask for suggestions as to how the problem can be addressed.

When handling grievances, focus on your playgroup philosophy and behaviour statement. Conflict worked through positively will strengthen the group. Unresolved conflict has the potential to continue and create ongoing disputes between families in the community for many years.

See section on 'Conflict Resolution'.

Grievance policy

Write a grievance policy for your playgroup so that everyone is clear about how to make a formal complaint, who to make it to and how it will be handled.

Develop simple strategies that encourage families to share their concerns and be able to suggest solutions.

Here is our sample Grievance Policy for behaviour causing distress to other members:

- > All complaints to be made to session leader.
- > The session leader, or delegated person, talks to the relevant parent/caregiver and together they discuss solutions and how the playgroup can be supportive.
- > If the situation is not resolved, the grievance can be put in writing and put on the agenda for the next committee meeting.
- > The committee will make a decision and respond in writing, outlining suggestions for resolving the grievance.
- > If there is no resolution, a letter of warning is written.

Call Playgroup SA on FREE CALL 1800 171 882 for further assistance.

Working with Volunteers

Understanding volunteers

Ideally, volunteering is a choice and not a pressure created because no one else will do the job.

Some people choose to take on roles and responsibilities at playgroup for personal satisfaction or to:

- make friends
- help out
- share their skills and develop new ones
- get experience and confidence
- set direction and be in control
- make a significant contribution
- extend their interests
- give back to the playgroup community
- make a better playgroup for their children's benefit.

Value volunteers

Volunteers are the backbone of any playgroup so value and appreciate each volunteer for his/her uniqueness and regularly thank them for their contribution to the success of your playgroup.

Make their time productive and enjoyable.

Respect and support each other, share the work and have realistic expectations.

Work towards an effective team that is a source of learning, friendship, care and positive playgroup experiences.

Find the right person

As families chat and work together the interests, training and skills of each person will become obvious. As the need arises, these people can be asked by the coordinator or the group to volunteer in their area of expertise.

People who volunteer in the area of their passion and abilities usually last longer and are more committed than someone who volunteers just because no one else will do the job.

How to recruit volunteers

- Identify jobs that need doing.
- Write a simple job description or a list of tasks required to get the job done.
- Look at the background, skills, talents, abilities and experiences of each member and match

people to tasks

- Discuss with people which tasks they would most like to help out with at playgroup.
-
- Invite the person to take on the role.
 - Go to the person.
 - Explain that everyone needs to contribute.
 - Affirm their abilities.
 - Ask them to take on the role.
 - Be very clear about the role and all it entails.
 - Talk about how their contribution will benefit the playgroup.
 - Offer them assistance or training as they take on the role.
- When they take on the role give them feedback about how well they are doing.
- Acknowledge their contribution to the group and thank them for what they do.

Why people don't volunteer

- Too shy to offer or put up their hand
- Feel inadequate
- Don't believe they can match the standard of the previous volunteer
- Hope someone else will do it
- Fear of failure or making mistakes
- Don't want to commit themselves
- Don't have the time
- Unsure of their ability to commit to attending playgroup regularly
- Planning another baby
- Pregnant

Once you have identified why some people don't volunteer you can work out simple strategies to match tasks to their specific needs and overcome their resistance.

For further information on volunteer matters, contact Volunteering SA-NT - www.volunteeringsa.org.au

Keeping Records and Planning

Record keeping

Good documentation is key to a well-run playgroup. Someone needs to take responsibility for having the following items current and available to all members:

1. Attendance Records and Family Membership forms.
2. Financial Records.
3. Accident, Incident or Injury Records.

Contact Playgroup SA to be sent current copies/templates of these resources. Samples can be viewed in the 'Playgroup Forms' section of this Guide.

Inventory

An inventory is a detailed list of your equipment and furniture and is a necessary record in case of theft or damage that requires an insurance claim (or if the group folds and equipment is distributed to other playgroups). Keep a copy in the storage area. The Purchasing Officer, Coordinator or Treasurer may also need a copy. A photograph of large items may be included.

To make an inventory list, include:

- item
- date acquired (indicate items already at the playgroup)
- on loan from
- donated by
- purchase cost
- if deleted or discarded, indicate why and when the item of equipment ceased to be used by the playgroup eg broken, caused accident etc

Yearly planner

On a calendar, mark term dates, public holidays and playgroup days, including:

- cultural or religious events relevant to your playgroup families
- Playgroup SA events
- entertainment
- excursions (See 'Entertainment and Excursions' and 'Places to Visit')
- adult nights out
- celebrations of birthdays, new babies, end of term, end of year, special days such as Mother's Day, Father's Day, etc

Ensure everyone receives a copy of the yearly planner and a copy is on display at playgroup. Request a template from Playgroup SA.

One of the common mistakes made at playgroup is for one person to choose and plan all events and then complain that no one helps or attends. Getting more people involved in the planning means more ownership and participation. Respect that, for a variety of reasons, some families may not want to be involved.

Finish the year well

Discuss together what needs to be done to ensure an effective start to the next year.

Suggestions include:

- Clean out the playgroup cupboard.
- Discard broken toys, old playdough or other perishables.
- Update equipment inventory (keep one at playgroup and one at the president's home).
- Wash paint smocks, dress-ups, tea towels, hand towels and soft toys.
- Disinfect baby toys.
- Re-label shelves and equipment as necessary.
- Top up supplies.
- List items to be bought next year.
- Arrange a working bee for the outdoor area and allocate funds for a top up of the sandpit and bark areas early in the New Year.

Playgroup Policies

Playgroup philosophy

Brainstorm all the reasons why families attend playgroup to develop an overall philosophy for your playgroup. Consider both children and adults.

Remember, a brainstorm means everyone's contribution is welcome and accepted; there are no right or wrong responses. No negative comments are allowed in response to anyone else's contribution.

Ask each adult to indicate three to five points that they feel most strongly about. Collate responses and prepare a few strong, general statements from the results.

Be sure all families are comfortable with the final statements before formally adopting them at a committee meeting.

Make playgroup rules

Formal written playgroup statements agreed to by all members can be called guidelines, agreement, expectations, constitution, rules, philosophies, policies or code of conduct.

Informal agreements may be as simple as a sign, such as 'Please keep children out of the kitchen' or an agreement reached by a show of hands at snack time.

Rules are best made at the beginning of the year. To change rules midway takes a lot of care and sensitivity to be sure that all families have contributed to the process and are committed to the results.

Rules are of little value unless people know and understand why they were made. Communicate and publish rules often, especially to new members.

Policy development

A Playgroup Policy is made up of the governing principles and plan of action. It should show the values and priorities of a playgroup and provide a pre-planned uniform approach to an issue.

The greatest value in setting playgroup policies or guidelines lies in the process.

Formal or informal, the process of developing a policy is the same:

1. Determine if a policy is necessary.
2. Give all families the opportunity to contribute.
3. Write out your draft policy in simple positive language and distribute to all members for comment.
4. Formalise the policy at a committee or playgroup meeting.
5. Familiarise new members with the content.
6. Review and revise the policy regularly to keep it relevant.
7. Make sure that what you do at playgroup is consistent with your policy.

Consider alternative methods of communication for adults not skilled in reading English.

When to develop a playgroup policy

It is time to develop a policy when a playgroup has identified issues of concern regarding the safety of members or the smooth running of their playgroup.

A policy should include:

- a definition of the issue
- principles it raises
- the playgroup's commitment to the issue
- strategies and actions to minimise risks or concerns
- responsibilities of parents and caregivers
- responsibilities of playgroup management.

When making policies, be aware of all current laws, particularly those relating to discrimination. Playgroup is about including all families.

You may consider making policies for:

- behaviour guidance
- supervision of children
- grievance
- fees
- shared equipment
- immunisation and infectious disease
- snack time
- privacy
- food handling.

Duty of Care

A responsible playgroup needs all parents and caregivers to work together to consider their individual and collective duty of care. Playgroups have an obligation to take reasonable care to avoid harm or injury.

Reasonable care covers both the things you do and the things you don't do. For example, if there are broken toys, someone may report that to the coordinator. This is a positive action to take. It is an omission and a breach of duty of care not to take action.

Duty of care requires a person to act as a cautious, observant and prudent person would in all situations.

Playgroup members are obliged to be careful and avoid or minimise the risk of liability.

Parents and caregivers are obliged to be alert to the dangers to young children and guard them against these dangers daily. At playgroup, we need to be more diligent as the potential for danger is greater due to the group situation. Small children learn by copying other children and taking risks. This may lead to a child trying an activity beyond their ability to remain safe and in control.

Duty of care requires parents and caregivers at playgroup to plan and supervise the child/ren they bring to playgroup in a responsible manner. It is everyone's responsibility to be sensible and proactive in relation to keeping children and adults at playgroup safe from possible injury.

Duty of care not only protects children and adults from physical danger, it needs to protect each person from words or actions that may cause emotional hurt. Criticisms, gossiping, name calling, bullying, and cliques are a few of the behaviours that are unacceptable at playgroup. Playgroup should encourage respect, consideration, appreciation and tolerance of differences while ensuring all adults and children feel welcome and able to fully participate.

Encourage each adult at playgroup to understand their responsibility to participate in a responsible and careful manner at all times and to ensure that their child is also encouraged to consider others.

Duty of care checklist

- Parents/caregivers are aware of their duty of care to supervise the child/ren they bring to playgroup.
- The playgroup plans activities that are safe for children that attend its sessions.
- The playgroup maintains a safe play space.
- When playgroups share premises all play areas are checked before each session by the first family to arrive at playgroup.
- All toys and equipment are regularly checked and maintained at a safe standard.
- There is a system in place for parents and caregivers to report or talk freely about concerns.
- All concerns are treated in a responsible manner and solutions discussed and carried out.
- The number of children attending playgroup is kept at a manageable size to avoid problems that occur with overcrowding.
- There is a regular review of the playgroup using the safety section in this manual.

Legal and Moral Responsibilities

There are no statutory regulations governing playgroups. Playgroups are not regulated by the Children's Services Regulations when the parent or caregiver attends and takes responsibility for their child/ren.

If your playgroup is part of a larger organisation's program eg neighbourhood house, school, church, not-for-profit organisation or agency, check your status regarding the following laws and regulations.

Privacy laws and confidentiality

Generally Playgroups are not legislated under the Privacy Amendment (Private Sector) Act 2000 unless they are operated by a business or not-for-profit organisation with an annual turnover of over \$3 million.

Enrolment forms

The Playgroup SA Membership Forms include the up to-date Privacy Policy.

When collecting information about children or adults on an enrolment form, include in writing:

- the playgroup name and contact details
- that people know they can access their own information
- why information is being collected
- who has access to the information
- where and how the information is kept
- how information will be used.

Do not disclose any family details or personal information without a family's written consent. Get written permission before taking, displaying or publishing personal photographs.

Health information

If collecting any health information playgroups must declare in writing:

- why they are collecting the information
- what it will be used for
- where it will be kept
- who will have access to it
- under what circumstances it will be used.

Playgroups must take reasonable steps to destroy information no longer needed eg when a family leaves the playgroup.

Food handler's guidelines

Playgroups are not required to meet food handlers' regulations because they do not provide a main meal. However, they are required to meet regulations if they form part of the conditions for using premises or they are preparing food for a fundraising or community event.

Incorporation

See Section Ten - Committees

Insurance

Playgroup SA provides an insurance cover for all affiliated playgroups. This insurance includes personal liability, member to member liability, public liability (personal and property) and more.

See Playgroup SA's Insurance FAQ's following Playgroup Insurance Facts.

Certificate of Currency

A generic Certificate of Currency is included in the Affiliation Pack that playgroups receive upon affiliation with Playgroup SA.

If more details are required, telephone Playgroup SA on FREE CALL 1800 171 882.

Playgroup Insurance Facts:



Important Information for Playgroup Members and Coordinators

Playgroup SA Family Insurance Cover

Fact 1 All families attending your playgroup must fill out a Playgroup SA Membership Form at their first visit. Payment of the Family Membership Fee is required on or before the family's 3rd visit.

Families who do not pay the Membership Fee by their 3rd visit WILL NOT be allowed to attend playgroup and no insurance cover will be in place.

Fact 2 Attention Playgroup Coordinators - we require all fees to be forwarded to the Playgroup SA office within **10 days of receipt**, to ensure a family becomes a full financial member.

Fact 3 Playgroups are required to use a Playgroup SA Attendance Record form to record family attendance each week.

Building Leases and Agreements

Have you signed and entered into a lease (or agreement) with your Playgroup venue*?

*Including venue hire for special events

Fact 4 Please forward a copy of any lease (or agreement) to the Playgroup SA office so we can ensure that the contractual and financial liabilities can be approved by Finsura, Playgroup SA's insurance broker.

Excursions and Events

Fact 5

Extra care must be taken by playgroups who participate in excursions in or around water. Whilst on such outings, during in-water activities or near the beach or in a park/area with unfenced pond/water features, a ratio of one adult to one child must always be maintained. At all other times, a ratio of one adult to five children must be maintained.

Fact 6

If your playgroup is holding a special event such as a fun day, open day or fundraiser that is anticipated will attract more than 1,000 attendees, then an Event Notification form must be completed and sent to Playgroup SA at least **two weeks prior to the event**. Failure to do so may prevent insurance being provided for your special event.

For all playgroup insurance queries, please contact:

Playgroup SA on Free Call **1800 171 882** or via email **membership@playgroupsa.com.au** and Playgroup SA will send your queries to Finsura.

Insurance - Frequently Asked Questions

1. Are grandparents covered at playgroup if they visit with their grandchildren?

Yes, grandparents are covered when visiting with their families. The policy provides indemnity to financial members which has been extended to grandparents or designated carers.

2. Are children covered by Insurance if they are playing on equipment after playgroup hours?

Children would be covered for a short time when playing on equipment after hours while the parents are packing up and leaving the premises. Playgroup is not responsible for activity outside PG session. If parent allows their child or children to continue playing at the playground outside PG session, they do so at their own risks.

3. Can someone else take my child to playgroup for the day and can I take another child to playgroup for the day and still be covered by insurance?

Yes, however the names of people who are not Playgroup members must be recorded on the Playgroup Attendance Record (see Playgroup Guide).

4. Are children still covered by insurance if the parent does not attend playgroup with them e.g.: If a friend or relative takes them?

Yes, your children are covered if someone other than the child's parent brings the child to playgroup. They are covered as a carer. However, children are not permitted to be left without a parent or carer in attendance with them.

5. Are my school aged children covered by insurance if they attend playgroup with me because they have a pupil free day or are on school holidays?

Yes they are covered if it is an occasional visit, but their names must be entered on the Playgroup Attendance Record on the day they visit.

6. Do I have insurance cover traveling to and from playgroup?

Yes, they are covered provided they travel direct from the home to playgroup or playgroup to home, without making any stops or deviations in between (e.g. cannot go to the supermarket, or to grandmas on the way).

7. Am I covered by insurance if I change playgroups?

Yes, if you attend a playgroup that is affiliated with Playgroup SA and your membership is up to date.

8. What happens if a new parent comes to playgroup without any money to pay for membership or if they don't want to pay on the first session?

Under our current insurance cover we are able to have families "Come and Try" Playgroup. If any new parent attends a playgroup, they get two free sessions before they need to pay on the third visit. They must still fill in a Family Membership Form on that first visit, whether it is for a term or full year, to be eligible to stay for the full session. This is for insurance purposes and not negotiable.

Insurance - Frequently Asked Questions

9. If our playgroup holds a Tupperware party (or other event) during playgroup hours, is the Tupperware consultant covered by insurance?

They are covered by playgroup insurance if they injure themselves because of playgroup negligence. Other than that, the Tupperware Consultant should be covered by their Personal Accident or Public Liability (PL) Insurance - of which the Playgroup should obtain and keep a copy for their records.

10. If our Church runs our playgroup, can the Church's Public Liability Insurance cover our consultant's insurance?

Generally no, the consultant (service provider) is a separate legal entity who will be responsible for his or her own negligent act. Playgroup's PL policy provides indemnity to Playgroup and similarly, church's PL policy will only cover church's negligence. If any consultant is not covered by PL insurance, we would suggest hiring someone else, or organise a volunteer. Otherwise, the playgroup will not have cover in event of a claim in connection with the activity provided.

11. Is my playgroup covered by insurance for any excursions?

All playgroup families are covered from the place where they arrange to meet on that day to travel to their excursion (even if it is different to their normal playgroup session time). If a Playgroup Event is anticipated to attract more than 1,000 people, a Playgroup Event Notification Form needs to be completed and forwarded to Playgroup SA at least two weeks prior to the planned Event. Our insurance company needs to know the type of activities undertaken. As long as the activities are in line with the Playgroup model then generally speaking there will be no issue. For the venue, there will only be an issue if the lease places certain responsibility on playgroup. Remember the 1:1 adult child ratio if near water (non-negotiable). Otherwise, ratio is 1:5

E.g. An excursion to the zoo

- Arrange to meet at the front gate of zoo, then playgroup members are covered from that point until the playgroup activity is concluded.

12. What type of fundraising activities are allowed?

- Need to check with the landlord to ensure fundraising activities are allowed. Most leases do not allow sale of merchandise and do not allow activities where you charge a fee for people to attend
- Check with the providers who are giving the talk or sale to ensure that they carry own public/products liability insurance and to obtain proof of such insurance to the limit required by lease. If no lease limit, then at least \$5 million for any one occurrence.
- Check to ensure no liquor will be allowed at such fundraising events.
- If the event will attract more than 1,000 attendees, the Playgroup Coordinator needs to send an Event Questionnaire Form through to Playgroup SA.

13. Are members covered for ambulance transport or the "Gap"?

Ambulance transportation cost is covered. No, cover does not include costs incurred under Medicare or private health funds. It is not possible to claim for the gap between the Medicare rebate and the medical expenses incurred; generally referred to as "Gap".

For further information on any playgroup insurance issue contact

Playgroup SA, Free Call 1800 171 882 or email info@playgroupsa.com.au

Checklist

To ensure all families have equal opportunity to participate and are aware of their responsibilities at playgroup, check the following issues. Some may not be applicable to your playgroup.

- All parents/caregivers clearly understand that they are totally responsible for the child/ren they bring to playgroup.
- Parents/caregivers are aware of their Duty of Care.
- Parents/caregivers know that they are expected to share the workload and the responsibility of running the playgroup.
- Each person has a 'job' to do or a role they are responsible for.

A system or roster is in place to:

- ensure all families are insured
- ensure someone has access to keys for opening and closing the building
- check the area before families arrive and attend to any hazards
- set-up activities
- clean up at the end of the session
- maintain play equipment
- keep the storage area functional and safe
- prepare and clean up after snack time
- take home washing weekly ie smocks, tea towels, hand towels
- liaise with the premise's owner
- welcome new families
- make decisions that actively involve everyone
- allow concerns or complaints to be heard
- acknowledge and thank members for the voluntary contribution they make
- collect fees and handle money issues responsibly
- meet monetary responsibilities on time
- collect enrolment information
- keep attendance, accident and injury records
- organise what to bring for morning tea
- organise help to set up play activities
- meet all incorporation responsibilities (if incorporated)
- ensure a play equipment inventory is regularly updated and new items added.