



Important Information for Playgroup Members & Coordinators

FACT 1

All families attending Playgroup must complete a Playgroup SA Membership Form at their first visit. Payment of the family membership fee is required no later than 30 days after the first visit.

Playgroup allows 3 visits within that first month, those who are unable to pay the membership fee within the above time frames can contact Playgroup SA to discuss payment options. Please note, no insurance cover will be in place until payment has been made.

FACT 2

Playgroup SA 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 and is covered for insurance purposes.

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.

EXCURSION & 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 to 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. Contact Playgroup SA if you require an Event Notification form.

For all Playgroup insurance queries please contact Playgroup SA:

- Free Call - 1800 171 882
- Email - membership@playgroupsa.com.au