

Shutting Down your Playgroup

TOOLS FOR END OF YEAR



Most Playgroups shut down or close for the School Holiday period. Here are some ideas on how to leave your Playgroup at the end of the year, so that the fun can begin the first week back!

COMMITTEE HANDOVER

Does your Playgroup have a committee? If so, here are a few simple steps you can take to ensure that a committee handover takes place and any new committee is ready to hit the ground running in the New Year. Immediately after your annual general meeting, or just as the end of the year is approaching, arrange for the outgoing Playgroup Committee to meet with the incoming committee to hand over information.

Information to hand over includes:

- General information (inc. Playgroup Membership Information, all paperwork)
- Playgroup manual
- Playgroup constitution
- Equipment inventory
- Accident, incident or injury Record Book
- Hall or venue details, if required (inc. key arrangements, contact names and numbers, events and outings information, list of resource people and phone numbers – Playgroup SA, local council, maternal and child health coordinator, list of equipment suppliers).

If your Playgroup is incorporated, be sure all the tasks of a public officer have been completed.

For help with your changeover call Playgroup SA on free call 1800 171 882.

CHANGE OF COORDINATOR

A group shouldn't feel they have to shut down when a much-loved coordinator decides to step aside. There are plenty of steps you can take to ensure your Playgroup runs smoothly in the New Year. It's always best if outgoing coordinators give plenty of notice, where possible.

HOLIDAY SHUTDOWN

- Have you made venue arrangements for 2016? If you lease your building, don't forget to call Playgroup SA as we can help negotiate terms and also forward your lease to insurance to check all is well, and you are not signing a lease that could put your playgroup at risk.
- Make sure you have sent in all your attendance records to Playgroup SA.
- Have you returned your affiliation form to Playgroup SA for 2016?
- Have you received all the forms from Playgroup SA for 2016 and shown them to any new committee members or coordinators? Has Playgroup SA been informed of new coordinator?
- Do you need to inform your venue when your Playgroup will be returning in the New Year?
- Have you gone through your resources and removed any broken or unsafe items? And cleaned other items?
- Have you updated your inventory of resources and equipment?
- Have you packed your Playgroup up in accordance with your venue requirements?
- Have all volunteers been thanked for their contributions throughout the year?
- Have you had a little end of year celebration?

COMMITTEE HANDOVER

- Allow time for outgoing people to hand over relevant written information to their replacement.
- Give a clear job description to the incoming president, secretary, treasurer, public officer, Playgroup SA contact person, and session coordinators.
- The treasurer needs to be sure all finances are in order. They may consider getting the books audited. This meeting is a good time to arrange the change of signatories with your bank.
- Incoming people should have the chance to talk about their job and ask questions.
- List names, addresses and phone numbers of everyone on the old and new committee.
- Share an overview of the coming year. This may include Playgroup SA events such as National Playgroup Week and other celebrations relevant to your Playgroup and community.
- Celebrate the successes of the year and acknowledge hard work all volunteers put into your Playgroup.
- Set dates for committee meetings for the coming year.

CHANGE OF COORDINATOR

- Ask amongst attending families if there is someone who would like to take on the role of coordinator for the following year.
- Not just one person may wish to take on the role. A roster for coordination can be established. This could be taking it turns on a weekly, monthly or on a term basis to coordinate.
- Establish a roster so every member helps coordinate the group weekly i.e. roster out pack up, set up, cleaning, craft time and song time.
- Advertise that your Playgroup is looking for a volunteer coordinator
- Call Playgroup SA. We can come and visit and explain the role and responsibilities of coordination to the group as a whole. We can also assist with the hand over. We can also provide coordinator training and support to new coordinators.

CLOSING DOWN ?

If your Playgroup faces the Prospect of closing down altogether, please call Playgroup SA on free call 1800 171 882 so that we can talk you through the process.