

# Starting a playgroup



Starting a Playgroup is as easy as having a couple of families with children aged 0-5 years who want to get together.

## Starting your Playgroup

The Community Impact team is here to help you every step of the way..



### Stage 1:

#### Planning the new Playgroup

Contact Playgroup SA for a new playgroup information pack (contains all relevant forms)

- Join Playgroup SA by completing the registration form
- Search for and book a suitable venue. Playgroup SA can assist with this process
- Receive your new Playgroup Starter Kit from Playgroup SA (includes comprehensive Playgroup Guidelines)
- Start promoting your group to local families and Playgroup SA will also refer families to your playgroup.

### Stage 2:

#### Establishing the culture of your Playgroup

- Set a start date and session time
- Start collecting toys, equipment and resources. Playgroup SA can assist with this process
- Establish rules and policies for your Playgroup (e.g. safety policy)
- Plan age appropriate play activities
- Choose coordinator/s and other roles (e.g. treasurer)
- Warmly welcome new families
- Ask families to complete a Family Enrolment Form and pay the appropriate fee on or before their third visit to Playgroup.



### Stage 3: When it all comes together

You will find that:

- A routine has been established and most aspects of the Playgroup are functioning well.
- Any issues have been worked out or are easily resolved.
- Families participate cooperatively and are enjoying the sessions immensely.
- Parents of young babies (in particular) feel especially connected to the Playgroup during this time.
- Families invite other families to join the Playgroup.
- Children are learning through play.

### Starting a Playgroup checklist:

- ☐ Complete the Registration Form and pay the appropriate fees (to receive a Playgroup SA Starter Kit)
- ☐ All families attending Playgroup are to complete a Family Enrolment Form and pay the appropriate fees, this ensure insurance coverage.

- ☐ Playgroup SA will send membership numbers electronically directly to members. A receipt will be sent to the Playgroup Coordinator with membership family names and membership numbers.
- ☐ Playgroup SA sends receipts, the Playgroup Affiliation Certificate, the Insurance Certificate and a Playgroup Starter Kit to the Playgroup Coordinator.
- ☐ ePlay News (Playgroup SA's electronic Newsletter) is emailed to individual members according to the email address provided on their membership forms, 5 times per year.

#### Remember:

- You will need to notify Playgroup SA of any changes to your playgroup (e.g. change of Coordinator or session time), as soon as possible to ensure enquiring families receive the correct information for your Playgroup.

