



A member of Playgroup Australia

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JAMISON CENTRE ACT 2614

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Email: play@playgroupact.org.au

www.playgroupact.org.au

Office Hours: 9.30am - 2.30pm
Monday – Friday, school terms only

Ph: **1800 171 882**
(Free call in ACT region)

Fax: (02) 6251 9887

Outside ACT region ph: (02) 6251 0261

Playgroup Registration to 2018

(to meet insurance requirements, playgroups need to renew their registration by 31 March **each** year)

Please tick: New Playgroup **OR** Playgroup Renewal

Do you want us to send your details to NSW Playgroup association (NSW playgroups only)?

PLAYGROUP INFORMATION – This information WILL be included on the ACT Playgroups Website

Playgroup name: _____

Playgroup Description: Please describe your Playgroup in 25 words or less. (This will help us to refer potential members to your group (by phone and web). For example, what is the general age of the children, cultural aspects, religion, special needs, structure and routines.)

Website contact email: _____

(You may prefer to use a generic email address for the website, e.g. XYZplaygroup@gmail.com etc. rather than your private email)

Website contact phone number (optional): _____

Venue Information:

Name: _____

Address: _____

Suburb: _____ Phone (if known): _____

Please circle venue type: Home; Church; Community Hall; Preschool; Other _____

Vacancy Status: **Vacancies** (accepting new members) **Full – Waiting List** (keeping a waiting list for when vacancies occur) **Full – No Referrals** (not accepting new members)

Restricted (restricted to specialist groups eg. disability, autism, young mums, language etc) **Reason:** _____

Session Information: Please state your group's regular meeting time – Weekly/Fortnightly (please circle)

Day(s): _____ Start time _____ Finish time _____

Age Groups catered for: 0-1 1-2 2-3 3-4 4-5 (Circle as many as appropriate)

PERSONAL INFORMATION – this information will not be included on the ACT Playgroups Website

Regular Contact Person: _____

Address: _____

Suburb & State: _____ Postcode: _____

Phone (if different from above): _____ Email (if different from above): _____

Preferred email address to receive information from ACT Playgroups: Website email **OR** Personal email

I understand that my first name, phone number and/or email address may be given to members of the public requesting assistance with locating a playgroup.

Signature: _____ Date: _____

Second Contact person: _____

Phone: _____ Position: _____

Insurance

All members of your playgroup are covered by insurance when they become members of the ACT Playgroups Association and the playgroup is registered (you can register your group by using this form). Please note; non-financial members may not be covered by insurance at Playgroup.

Membership

Membership is required at all ACT Department of Education premises and ACT Playgroups' venues. Most other Playgroup venues also require that all those attending playgroup are members of the ACT Playgroups Association. Please contact us if you need help in ensuring your group fulfils their venue's contractual obligations.

ACTive Play

Each month ACT Playgroups sends out a monthly newsletter called ACTive Play to each playgroup via their contact. This newsletter includes information regarding upcoming events, parent information and Playgroup news. **Please share this information with your playgroup members**, and attach it to your venue notice board if appropriate.

Attendance Sheets

For insurance purposes, all members need to sign an attendance sheet each time your Playgroup meets. ACT Playgroups will send out an attendance sheet each month for your use. Please note that this sheet (the Playgroup Profile) also shows families' membership expiry date.

Venue Hire --- STOP !!!

Before you sign any hire agreement with your venue, please contact us with a copy of the agreement so we can get it approved by our insurers. We have previously found some venues asking groups to sign agreements that could make them responsible for things outside of their control. We are happy to help with the negotiations if necessary. Please note also Working with Vulnerable People checking is **not** required (see other box).

Working With Vulnerable People Check

Note that families attending playgroup are not required to have a Working With Vulnerable People (WWVP) check. We have negotiated an exemption for playgroups from the WWVP Check (Working with Vulnerable People (Background Checking) Bill 2010, Part 3, section 11(e) – example: 1 playgroup)

Drop-Ins

Our Development and Support workers may drop in at your Playgroup from time to time. They will ask how the group is going and see if your group needs any assistance with play ideas or advice on the running of the Playgroup.

Please feel free to call or email our Development and Support workers for advice and support at any time.

Troubleshooting & Advice

Please feel free to call ACT Playgroups if you need assistance or advice on any of the following:

- Behaviour management tips
- Issues with Playgroup finances
- More members are needed
- Venue problems
- Any other playgroup advice you may need!

PLEASE CALL ACT PLAYGROUPS ON 1800 171 882 IF YOU NEED ANY ASSISTANCE OR ADVICE IN REGARDS TO YOUR PLAYGROUP – WE ARE HAPPY TO HELP!!!