

Helena Valley Primary School Playgroup



Working together to provide a place for
pre-schoolers & parents to meet & grow.

MEMBER GUIDE

Helena Valley Primary School has embarked on a new initiative to provide a playgroup for future students of Helena Valley Primary School. This playgroup will meet once per week during school terms, to enable future students of the school to become familiar with the school environment from a young age.

This Member Guide will outline Membership Requirements

Session Details

DAY	SESSION	TIMES	AGES
Mon	AM	9-10.40am	0 - 4yrs
All ages welcome, however activities are suited to children aged 18 months - 4 years			

At the beginning of each session, Members are required to "sign in" on the attendance sheet. This is school policy for every visitor on the school grounds.

For safety reasons, the session is limited to 20 children per session.

Session Fees

\$30 per term (paid in advance before week 2 of Term). Fees are non-refundable. Please take a payment slip for EFT/Direct bank deposit details.

Playgroups WA Membership

Members must join PGWA each year and pay a Membership fee of \$30 to cover insurance. Membership can be used at other playgroups & entitles you to discounts, access to resources and many other things. Please advise PGWA if you welcome a new baby, change address etc: 1800 171 882 or hotline@playgroup.wa.com.au.

Fundraising Commitment

The classroom space and some resources are provided by the school, however the cost of running the playgroup sessions and providing resources is far more than the fees. Helena Valley Primary School hold regular fundraising activities, and Playgroup Members are encouraged to participate.

Cleaning

The classroom is a shared space. Every member must contribute to cleaning and leave the classroom and the playground the way you found it for the next class.

*'Before you Go' clean up after each session - dishes, pack up toys & tidy up classroom, empty bins, wiping surfaces, bathroom spot clean. Please check the roster!

Food & Drinks

Tea, coffee & milk are included with your session fee. There is a "sit down" fruit time scheduled for the session. , so please bring a piece of fruit for children to share. Please discourage children from moving around the classroom with food. Members are encouraged to bring a plate for adult nibbles at least once per term. Our school is "Allergy Aware". Please be mindful of children with allergies in the session.

There will be a morning tea/kitchen roster.

Health & Safety

- * Children must be supervised at all times. Adults are responsible for the safety and supervision of the children that they bring
- *Every child has the right to safe and fair play
- *Playgroup is a "no hurting" zone
- * Please do not attend if your child is unwell
- * Sunscreen & hats are strongly encouraged
- * Smoking and pets are not permitted on school grounds
- * Accidents happen - please record them in the accident book and seek medical advice if required
- * Please take all nappies with you.

Behaviour

We ask that everyone is welcomed & included. Please respect different parenting techniques and ensure all children are made to feel safe. This is a positive environment, to provide a positive experience for all Members and children. Please raise any concerns with the Session Leader.

Please be considerate of students learning in surrounding classrooms. Fun and laughter is encouraged - at a respectable noise level.

Activities and Facilities

Our large classroom is full of educational toys and games that change regularly. They generally include puzzles, books, blocks, games, activity play mats, construction toys and arts and crafts. Sessions will run to a general timetable that includes

9.00 - 10.00	General indoor play - puzzles, games, blocks, stories, craft activity
10.00 - 10.15	Sit down fruit time & Mums cuppa
10.15 - 10.30	Outdoor play
10.15 - 10.30	Pack away & clean up (Parents take turns while children playing)
10.30 - 10.40	Music and Story Time
10.45	Home Time 😊

All parents and children are encouraged to help set up, clean up and pack away activities.

For safety reasons, please do not move throughout the school grounds from 10.50 - 11.10 which is recess time for students. Our session is scheduled to finish before recess starts. If you have to leave the session early, please help pack away and return the classroom to its original condition.

- It is expected that everyone helps with the workload and is involved in the planning and organising of our Playgroup. Everyone needs to respect the shared space that we are privileged to share with Helena Valley Primary School staff and students.

We are a new playgroup, and are open to hearing your ideas and suggestions. As we embark on this new initiative, some things may need to change. Please be patient

If you would like to join the Committee, please let us know.

Thank you for joining us! We welcome all new Members to our playgroup and look forward to sharing this journey together.

How to Contact Us

*Email

Helena_valley_primary_playgroup@yahoo.com.au

*Facebook Group

<https://www.facebook.com/groups/891963140834016/>

