



2026 Information Booklet

Address: 76 Laurel St, Whittlesea, 3757 – continue on Laurel St past the tennis courts, we are in the portables (right hand side ramp/stair entrance)

Post: PO Box 480, Whittlesea, VIC, 3757

Email: whittleseaplaygroup@hotmail.com

Facebook: www.facebook.com/WhittleseaPlaygroup - like us for regular updates

Instagram: @whittleseaplaygroup

Playgroup Victoria ID number: 17290

ABN: 89 635 593 589

Phone: 0427 671 463 (President Naomi Grant)

Whittlesea Playgroup Incorporated is a registered not-for-profit under the ACNC (Australian Charities and Not-for-profits Commission).

What we offer:

- Suitable for children from birth to 5 years in a purpose-built space
- A multitude of educational toys
- Inside and outside play area including sand pit, mud kitchen, cubby house and in-ground playground
- A new craft activity each week
- A sensory play activity each week
- A wonderful network of parents who attend the playgroup!

Available sessions:		Term dates 2026
Wednesday	9.30am – 11.30am	Term 1: 28/01/2026 - 02/04/2026
Thursday		Term 2: 22/04/2026 - 26/06/2026
Friday		Term 3: 15/07/2026 - 18/09/2026
		Term 4: 07/10/2026 - 11/12/2026

Enrollment: To enroll you must

1. Attend 1 or 2 free trials
2. Read the information booklet in full
3. Complete the family enrolment form **in full** (we **must** be able to contact you and your emergency contact)
4. Pay your fees within the first fortnight of each term (or week within completing a trial)

Fees:

Term playgroup cost	Attend 1 session weekly	\$30 per term, per family
	Attend 2 sessions weekly	\$45 per term, per family
	Attend 3 sessions weekly	\$50 per term, per family
Fee due date	<i>Must be made within the first fortnight of each term.</i>	
Fee payment is via direct deposit into the account below:		
Whittlesea Playgroup Incorporated		
BSB:	063-855	Account: 100-441-26
Identify your payment by placing your first initial and surname in the reference field.		
Example. D. Smith		

If you are unable to pay via direct deposit, fees may be payable via cash **if organized in advance with Playgroup**. We can not accept cash on site without prior arrangement with our committee (time must be arranged to deposit cash payments). Once arranged with the committee, cash payments must be **clearly labelled, in a sealed envelope and dropped into our locked fees box with prior notice provided to committee members on site.**

If you would like to pay for a full year, we offer a 10% discount. This must be paid in the first 4 weeks of the year. If you join part way through the term a partial fee can be calculated, this is done on an individual basis. Please speak to a committee member to arrange this.

As a not-for-profit group, your fees and participation/assistance in term fundraisers help us cover costs associated with venue hire, upkeep of play equipment, craft activity/sensory play supplies, supply of cleaning equipment, excursions/incursions and more throughout the year. It is great etiquette to get your **fees in on time** 😊

Playgroup Victoria membership/insurance

Whittlesea playgroup is registered with Playgroup Victoria and holds Public Liability and Property Insurance. Playgroup Victoria also offers FREE membership for families. It offers access to play ideas, special events and more. Membership can be arranged at

<https://www.playgroup.org.au/for-families/membership/>

Note: Whittlesea Playgroup's ID number is **17290**

Playgroup rules

1. Please obey any street parking signs in the carpark – reverse parking helps keep children safe, do not block the main entryway.
2. Sign in at the entrance each time you attend
3. Sick/contagious children or adults are to not to attend playgroup
4. Members are responsible for checking the entrance pinboard, emails and our social media for updates
5. No nuts are to be brought to playgroup
6. No food or drink are allowed on the carpeted areas, water is excepted
7. Please discourage your child from sharing food

8. Parents are to supervise their children at all times
9. Parents are to encourage their children to keep their hands to themselves, share and be courteous of other children
10. If you have witnessed a child hurting another child, please report it to
 - (i) the parent of the children
 - (ii) a committee member as soon as possible
11. All parents and children are to help clean and pack up at the end of the session, attending parent/s must read the “pack up time” list as part of this booklet.
12. Families are required to take craft creations home at the end of the same session. Exceptions apply to some painting activities where a clear collection area will be allocated for the following week.
13. Smoking is not permitted on playgroup grounds
14. All soiled nappies to be changed in the restrooms and all nappies to be disposed of in the outside wheelie bin on the back decked area
15. Please let a committee member know if you plan to stop attending playgroup

Playgroup particulars

We are a very relaxed playgroup, there is no playgroup leader and we have very little structure. Playgroup is an ideal way for your child to interact with other children, while also getting parents out of the house. Your child can develop his or her own social skills with a parent standing by for support. You have time to sit down and play with your child using your imaginations together, which is a special way to bond with your child. Parents get time to have some adult conversation and we also have a great range of toys that you may not have at home as well as a fantastic enclosed outdoor space.

Below is a rough guideline on how our playgroup runs:

9:30am – Welcome and sign in
Please sign in at the entrance of the playgroup. Arrive at any time, there is no expectation to be punctual, many families arrive at varying times during the session.
Play time
Craft and sensory play will be set up when you arrive at the playgroup. You and your children have access to our toy storeroom to get toys out. You are welcome to do the craft and sensory activities at any time. All toys may be used inside or outside. All activities at playgroup are completely optional. We recommend giving your child the choice to participate, but if they don't want to, they don't have to. They will eventually become interested in these things as they develop and become more comfortable. Consider the playgroup your home away from home. Help yourself and have fun!
Morning tea
Children are encouraged to eat whenever they feel hungry, please pack morning tea and a drink for your child (no nuts allowed at playgroup). Parents please help yourself to tea and coffee in the kitchen. Please keep our kitchen safe as a child-free zone. We have carpeted areas in our playgroup. Food and drinks (water excepted) are not permitted in these areas, notably during song/dance/storytimes at the end of our sessions. Families are invited to use the tables and chairs/high chairs available for the full two hour duration of our sessions before packing up – it's unfair on our closing families to have to vacuum last minute crumbs left from families eating during what is pack up time!

11:15AM – Pack up time
At the end of each session all toys and equipment are cleaned and packed up. All families are expected to have read our “pack up time” list to know how you can help as part of our playgroup rules. During the session if you are unsure how you can help please ask a committee member.
Book and goodbye
During pack up time an adult will conduct a “group floor activity” which may include a story, songs, dancing, instruments or another group activity. Any adult is welcome to host our “goodbye”! Children can then get a sticker on their hand and get ready to go home. Don’t forget to take home your craft to show your family!

Pack up time

All parents and children are to help clean and pack up at the end of the session as part of our playgroup rules. Our committee are parents just like you and would like to be able to close up and leave the session with the group; as a playgroup we avoid leaving committee members behind to clean up! You can assist by reading below, some standardized cleaning/tidying tasks at the end of a session. If you are about to leave or are enjoying a storytime and a committee member is still cleaning, please ask how you can help.

Items to leave out/have neatly tidied	- All ride ons (line up along back door area wall) - Ride on horses - All tables including those on carpet - All prams, trolleys vacuums	- Doll house and doll house items - Baby dolls and accessories - Infant walkers - Children's chairs (stacked to the side Fridays only)
Things to do	- Clear, spray and wipe snack tables, craft tables and chairs - Outside checked for ride ons/other toys and brought inside - Floors sweep - Hang up dress ups - Empty main space and kitchen bins (Fridays) - Paint brushes rinsed well and left to dry	- Empty and clean sensory tub contents (Fridays) - Sandpit toys in red bucket, kept under covering on deck - Tractors returned to deck corner - Kitchen sink items washed, dried, put away - Paint cups covered on Weds/Thurs - Paints cups emptied, washed and dried (Fridays)

Sick children

Please do not bring your child(ren) to playgroup when they are sick to prevent contagious illnesses spreading. Many illnesses have exclusion periods enforced by the department of health – details can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion> or contact a Committee member if you are unsure. In the event that you or your child contract COVID or another illness e.g. chicken pox within 2 weeks of attending playgroup, please notify our president.

First aid and incidents

If your child is injured at playgroup, please record it in the incident book which is located in the first aid box, a committee member can assist you. Our first aid equipment is located on the kitchen bench next to the smaller hand wash sink and icepacks are kept in the freezer. In an emergency first aid will be given and an ambulance called.

If you are concerned about another child's behavior, please speak to a committee member who will address the issue, following the playgroup policies. The grievance policy is a step-by-step process that will be used and can be found in the policies and procedures folder near the sign in book.

Whittlesea Playgroup will give any problem their immediate attention. Every effort will be made to resolve the issue in a fair manner. The committee is responsible for ensuring that any grievance is handled in a discrete, professional manner.

Communication and feedback

Whittlesea Playgroup is run by a committee made up of volunteer parents whose children attend Playgroup. All decisions are made using a voting system during committee meetings.

The committee is always available to speak with you regarding any issue. Additionally, we need to be able to contact you! From time to time we need to convey changes to normal playgroup sessions, roadworks/detours in the area, lost/found items, important updates and member specific information etc. that we otherwise don't include on our public page, and in order to receive this information you must provide a **clear and contactable** email address and phone number – *please* ensure enrolment forms have legible handwriting, and *please* let us know if you need assistance completing, a committee member will be happy to help!

If you have an issue or an opinion that you would like heard you are welcome to;

- Email us – whittleseaplaygroup@hotmail.com
- Talk to any committee member in person or attend a committee meeting, open to all families
- Send us a message via our Facebook or Instagram pages
- Join the committee so you can help us make our playgroup more of a great place to attend!

We aim to run a diplomatic, fair & communicative playgroup. Decisions are made in the best interests of all.

Join our committee!

We aim to approach all of our enrolled members to invite families onto our committee, but love to hear from you first – do consider coming aboard! The playgroup committee meets once a month with meeting dates announced via the exclusive committee group, playgroup pinboard and social media, with all playgroup families welcome to attend. Please do not hesitate to contact a committee member if you have any questions or concerns. *We are always on the lookout to grow our committee!*

Committee members:

- **are just like you!** We are all families who are attending the playgroup with our children and gave the committee a go, we are not a governing body nor have any specific experience or training – we

do it because we love it, and enjoy being part of creating special memories with our little ones at playgroup!

- create the environment you experience at your sessions! Involved committees can enhance the playgroup with a wider range of activities, sensory experiences, special days, involved fundraisers and more, while a smaller committee, if simply able to open the doors for families to meet and play, are still achieving community in early family life.
- are recognized as aiding the continued success of our (30+ yr old!) playgroup
- are recognized volunteers for an official ACNC registered not-for-profit (great for the resumé!)
- are the first to hear about upcoming playgroup and council events
- have voting capacity in committee decisions including excursions, incursions and fundraisers
- have the opportunity and are encouraged to have creative input towards our sessions
- perks such as connecting with like-minded parents in the community, extra playtime each month for your little one/s while we gather for our meetings (including over school holiday periods, great to get out of the house!), AGM afternoon tea, toy and equipment borrowing offered (on an individual basis, save lots \$\$ on equipment hire for kids parties!), free family Messy Play attendance with on-the-day perks and more!

Whittlesea Playgroup committee 2026

President – Naomi Grant

Vice President/Publicity officer – Tash Moon

Secretary – Angela Fraser

Treasurer – Jess Blanks

Enrolment officer – Lisa Wearmouth

Additional members – Erin Bevilacqua, Taylor Thompson, Emma & Zane Douglas