



PLAYGROUP SA
Playing, learning, supporting families

Starting a Playgroup



You can start a playgroup...!

A Playgroup Support and Development Officer is here to help you every step of the way.

Step 1: Forming Planning the new Playgroup

Contact Playgroup SA for a New Playgroup Information Pack (contains all relevant forms).

- Join Playgroup SA by completing the Affiliation Form.
- Search for and book a suitable venue. Playgroup SA can assist with the 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.

Starting a Playgroup is as easy as having a couple of families with children aged 0-5 years who want to get together and then filling in a Playgroup SA Affiliation Form...



Stage 2: Norming Establishing the culture of your playgroup

- Set a start date and a 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.
- Families to complete a Family Membership Form and pay the appropriate fee on or before their third visit to Playgroup.

Stage 3: Storming

Working through conflicts if they arise

- Spend time addressing any issues where there is conflict at the Playgroup
- Fine tune the rules and policies for the Playgroup
- Make any necessary changes to the venue or the program that need to be made (e.g. remove unsafe equipment and include more baby specific play ideas).

Stage 4: Performing

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.

When playgroups don't work

There are many reasons why people don't join or don't continue at Playgroup, it's possible such reasons may be:

- They have attended a Playgroup and felt that they didn't fit in.
- They have visited a Playgroup and their first experience wasn't positive.
- They have felt that someone made negative remarks about their child or their parenting practices.
- They have inquired over the phone and were treated harshly or abruptly, hence they were put off.
- They found that the Playgroup was unwelcoming (or to cliquey).
- They found there to be too few activities available for their child/ren.
- They felt that the Playgroup was disorganised.



Starting a playgroup checklist:

- Complete the Affiliation Form and pay the appropriate fees (to receive a Playgroup SA Starter Kit).
- All families attending Playgroup are to complete a Family Membership Form and pay the appropriate fees to the Playgroup Coordinator in order for the Playgroup Coordinator to send all forms and payments to Playgroup SA.
- Playgroup SA send the ABC Playgroup SA Membership Cards to the Playgroup Coordinator for distribution to members.
- Playgroup SA sends receipts, the Playgroup Affiliation Certificate, the Insurance Certificate and a Playgroup Starter Kit to the Playgroup Coordinator.
- SA Kids/State of Play (2-in-1 Mag) is sent to the Playgroup Coordinator for distribution to members.
- ePlay News (Playgroup SA's electronic Newsletter) is emailed to individual members according to the email address provided on their membership forms, 6 times per year.

Playgroup SA Contacts as @ September 2013

1800 171 882

Playgroup Support & Development Officer
Team Leader, Playgroup Support & Development
Playgroup in Schools (PinS) Officers

Executive Officer, Playgroup SA
Reception Officer, Playgroup SA
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Remember:

- A Payment Summary Sheet is to be included with any payments sent to Playgroup SA.
- 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 for Playgroup SA to update information that is provided to inquiring families.