



## SANDRINGHAM PLAYGROUP

### INFORMATION FOR NEW MEMBERS

#### Basic Information

- Address: 18 Kitchener Road, Sandringham, Auckland 1025.
- Session times: 9.30am to 12pm each Monday, Wednesday and Friday excluding public holidays.
- Contact: Email: [sandringhamplaygroup@gmail.com](mailto:sandringhamplaygroup@gmail.com)  
Website: [sandringhamplaygroup.weebly.com](http://sandringhamplaygroup.weebly.com)  
Facebook: Sandringham Playgroup group (please ask to join) and page
- Donation: We ask for a donation of \$2 per session per family.
- Procedure: When you first arrive, please sign in (a Ministry of Education and safety requirement) at the table opposite the kitchen. A cash box to make your donation is next to the sign in book. If you arrive at the beginning of the session, please help to set up the resources. When you leave, please help to tidy up (even if you are leaving early).

Welcome to Sandringham Playgroup. We are a parent-run playgroup for children aged 5 years and under. Our focus is on maintaining a fun, safe and inclusive space for children and their caregivers to get to know others in the Playgroup community, and for children to enjoy the many different opportunities for play and development at Playgroup.

We have the following facilities and resources:

- A kitchen with tea, coffee and biscuits for parents / caregivers; a stove and a microwave;
- A toddler toilet;
- A change table in the women's toilet in the hallway;
- Outdoor curtains around the courtyard so parents and caregivers
- A playground;
- An art shed with craft activities for each week, playdough toys; train sets; cars; animals; toy babies; toys for babies; puzzles; musical instruments; foam climbing blocks; magnetic construction blocks and more;
- A sandpit with various moulds, machines and sand animals;
- A water play table with toys;
- A garage with balls' a mini trampoline; a crawlers' playground and tunnels;
- A playhouse with pretend food, an oven, fridge, ironing board and high chair;
- A cubhouse with ride on bikes, cars and walking aides;
- A mini sound system (iPhone and CD compatible);
- Dress-ups; and
- Books.

## **How Sandringham Playgroup Operates / Roles**

We rent the Playgroup space from Auckland Council who owns the Sandringham Community Centre.

Playgroup is run by a committee of parents who meet at 7.30pm on the first Monday of each month at the Sandringham Community Centre. Any member is welcome to attend or to suggest items for the agenda.

Some committee members have specific roles including:

- Chairperson: Liaises with Auckland Council and Ministry of Education;
- Treasurer: Maintains Playgroup's budget, submits funding forms to the Ministry of Education; pays accounts;
- Secretary: Organises meetings, sets the agenda, takes meeting minutes;
- Enrolments officer: Processes enrolments and submits enrolment information to the Ministry of Education;
- Arts and crafts: Organises craft activities for each week;
- Organising our Spring Festival stall;
- Purchasing tea, coffee and biscuits.

You can help out by either becoming a committee member or by volunteering to assist, for example by organising a craft activity for one week or purchasing tea, coffee or milk (for which you will be reimbursed).

Apart from committee roles, we also have a roster of parents and caregivers who open and close Playgroup. Every couple of months we organise a roster where you can advise which days you can attend, and whether you can open or close. Even if you can only help out once or twice a term, we still appreciate that. It is not a particularly onerous job and we show you how to do it beforehand.

## **Frequently Asked Questions**

*What is Playgroup's behaviour management policy?* Stop, observe, encourage: Stop behaviour that harms the child or another (for example hitting or head banging), observe behaviour that is not harmful but could become so (for example tantrums) and encourage behaviour that is positive (for example sharing).

*Does Playgroup have a convenor?* No, we rely solely on parents and caregivers to run Playgroup. Bring out whatever resources your child is interested in using. If you have some ideas about resources we could purchase or activities that we could offer, please do not hesitate to get in touch with a committee member or email or message us. Once a term we have a working bee during a Playgroup session where we all wash and sort the toys. If you see some people who are new to Playgroup, please make them feel welcome, even if you have not been going long yourself.

*Does my child need to be accompanied to Playgroup?* Yes, a parent or caregiver must accompany, supervise and be responsible for each child who attends Playgroup.

*Do we have to come on particular days or attend Playgroup for the whole session?* No – come on whatever days and at whichever times suit. However, please help out by setting up resources if you are there early and by putting away resources or tidying up before you leave.

*My child also goes to daycare, Playcentre, kindergarten or has an in-home carer or is enrolled with another early childhood education provider. Can my child come to Playgroup as well?* Absolutely, and your child is welcome to attend Playgroup with a nanny or in-home carer.

*Can my coffee group come to Playgroup?* Yes, your coffee group is welcome provided that all attendees are enrolled with Sandringham Playgroup, everyone signs in each time and your coffee-group assists in the same way as other members (for example helping to clean up, helping with working bees, opening and closing).

*My child is not a New Zealand citizen or resident. Can we still attend Playgroup?* Yes absolutely. Your child is welcome regardless of his or her immigration status.

*We do not speak English. Is Playgroup suitable for us?* Yes of course. Plenty of people at our Playgroup are learning English or speak it as a second language.

*Does Playgroup still run when the weather is bad?* Yes it does. On rainy days, many of us find that it is much easier to keep children stimulated at Playgroup rather than at home. We have outdoor curtains around the courtyard which provide some protection from wind and rain, and the sandpit is covered. When it is cold and rainy, we recommend waterproof trousers and a raincoat for your child. He or she can traipse through rain and the sandpit and still stay warm and dry.

*Do you have a shared morning tea time at Playgroup?* We always appreciate it when someone brings in some baking for everyone to share but the correct answer is that we do not have a shared morning tea. Just bring food for you and your child and eat it whenever it suits you. We do, however, provide tea, coffee and biscuits for parents / caregivers. Please help yourself. (If we run out of milk, you can get more from the shop and Playgroup will reimburse you when you get back. Please just retain the receipt).

*My child has a food allergy. Does Playgroup restrict the types of food permitted to be eaten on the premises?* Food restrictions are beyond our resources. However, hopefully many children with allergies can still come to Playgroup because they are supervised by a caregiver the whole time.

*Is Sandringham Playgroup suitable for a child with special needs?* Yes we hope so. Some parents of special-needs children find Playgroup especially useful because you can come when it suits, there are always other adults to chat to and plenty of resources for all ages and abilities. The Sandringham Community Centre has narrow spaces but it is wheelchair accessible, as is the rear outdoor area where Playgroup runs.

*What is Sandringham Playgroup's sickness and immunisation policy?* Although we do not check immunisation records, please ensure your child is up-to-date with vaccinations. We often have children with compromised immune systems who cannot be vaccinated and children who are

too young to be fully vaccinated. We would like to minimise their exposure to viruses. Similarly, if you know your child has a contagious illness, please do not bring your child to Playgroup until the contagious stage has passed.

*What should I do about health and safety concerns?* We all need to be vigilant about health and safety. Please take steps to minimise or eliminate any health and safety concerns you identify (for example, throw out a broken toy with a jagged edge), and record any concerns on the register on the Playgroup cupboard door. Alternatively contact Playgroup administration or Auckland Council on 09 301 0101.

*Do you have a dogs policy?* Our experience is that dogs get hot and bored tied up to the fence, the dog next door barks at them the whole time and not all children feel comfortable around them.

*Can I donate old toys to Sandringham Playgroup?*

Please check with us first because of safety requirements and limited storage space at Sandringham Playgroup.