



Beaumaris Children's Playhouse

MEMBER INFORMATION BOOKLET

2011

This booklet contains important information about your Playhouse membership, rights and responsibilities.

Please read it and retain it for future reference.

WELCOME TO BEAUMARIS CHILDREN'S PLAYHOUSE

Beaumaris Children's Playhouse is a pre-school play facility. It provides a safe, stimulating and caring place for your children to play and an opportunity for you to meet and talk with other adults.

Playhouse is open to members from 9.30am to 12noon Monday to Friday, and 2.00-4:30pm Tuesday and Thursday. In 2011 it opens on February 1st and will operate until mid-December including school holidays. Playhouse is closed on weekends and public holidays.

Please take some time to read this booklet and familiarise yourself with how Playhouse works. Committee members can be identified by their Purple name tags and they will be happy to answer any questions you may have during the year.

There is also a black Information Folder on the front desk which includes contact lists, information on where to find things, rules, policies, duty and supervisor task lists, etc. Please feel free to look through it or refer to it at anytime.

HOW PLAYHOUSE WORKS

Playhouse is an Incorporated Association that relies on the commitment of members. It has no paid staff apart from the cleaners.

A voluntary management committee is formed by members each year at the Annual General Meeting in November. Joining the committee is a rewarding way to be involved with Playhouse and is a great way of getting to know people. If you are interested in joining the committee, please speak to the President Christine Haydn-Evans.

All members are responsible for the day-to-day running of Playhouse through their monthly duty. The daily duty team sets up equipment and toys, prepares fruit for morning tea and tidies up at the end of the session. The monthly duty system is the key to the smooth running of Playhouse and it is vital all members participate. Members must also attend one annual maintenance session of about two hours.

VISITING PLAYHOUSE

Once you are a member you can visit Playhouse as often as you like. Please bring one portion of fruit to share for morning/afternoon tea. Fruit should be placed in the basket in the kitchen so that the duty team can prepare and serve it.

When you arrive please:

- Sign the attendance book for yourself and any children with you. This is essential in case of emergency.
- Wear your name tag and put name tags on your children.
- Check and empty your member pocket for notices etc.

During your visit please:

- Help yourself to tea and coffee from the kitchen but please take care with hot drinks.

- Make use of all the Playhouse facilities – inside and outside play areas, library and art room (smocks are available).
- Please supervise your children in the art room and ensure they are not wasteful with the art materials as they are expensive and we have limited supplies to go around.
- Join in any special activities taking place.
- Tidy up after your own children and ensure inside toys are kept inside and outside toys are kept outside.
- Ensure children eat ALL food at the fruit table and that they wash their hands before returning to play. Please wipe down the table/high-chair after your children have eaten.
- Sign out when you leave.

WHO CAN VISIT

Only children of the member family can attend. Other children, i.e. relatives and friends, are not able to visit - even on an ad hoc basis. Adult carers, apart from parents, can bring the member children.

The Playhouse is not suitable for children who have started school and they may not attend.

OTHER PLAYHOUSE SERVICES

Music: A music teacher visits Playhouse for half-hour music sessions. The Music Co-ordinator Fiona Love, can provide further information about costs and session times.

Parties: Members can hire Playhouse for their own children's parties at the weekends. The Party Co-ordinator Carolyn Hunter, can provide detailed information.

Library: Playhouse books are available to borrow. Please use the folder on the front desk if you want to borrow books.

SPECIAL EVENTS

Throughout the year a number of special events will be organised by the Special Events Co-ordinator, Chantelle Sinclair. All members are encouraged to attend and participate as these events are always a lot of fun. Parents of children with allergies are invited to contact Chantelle if they want to assist with selecting appropriate food for these days.

MEMBERSHIP

Families can join Playhouse at any time during the year if there is a place available. If a place is not available they will be put on a waiting list. If you know someone who would like to join they should contact the membership co-ordinator Fiona Love.

The cost of running Playhouse is fully funded by Membership Fees. Playhouse is a not for profit organisation and so membership fees are set to cover operational costs only.

Information about membership, committee meeting minutes, fees and special notices will be posted on the member information noticeboard at the Playhouse. Please check the noticeboard regularly to keep yourself informed.

RESIGNATION PROCEDURE

If you wish to resign your membership during the year please advise the Membership Co-ordinator Fiona Love, in writing. Playhouse policy does not provide for refunds after the 28th February or 1 month after joining.

CLEANING

The Playhouse employs cleaners to attend to the laundry and daily cleaning needs of the Playhouse, including vacuuming, cleaning the toilets and bathrooms, wiping surfaces and mopping the floors. Our cleaners are Kathy & Joss on Monday, Tuesday & Friday and Shirley on Wednesday and Thursday.

DUTY ROSTERS

Please take a few minutes to read about how the duty system works. It is important that every member follows the procedure to ensure Playhouse runs smoothly. If you forget your duty, turn up late, or do not arrange a swap when necessary, other members are unfairly disadvantaged.

You only need to do one duty per month and your preferences will be accommodated where possible. If you wish to change your preferred days please advise the Roster Co-ordinator Carli Holt, in writing. As rosters are produced about 6 weeks in advance there may be a time lag between your request and the roster changing and it is your responsibility to complete the duties or arrange a swap with another member until your preferences are changed.

The duty roster is emailed to members each month. There are also hardcopies at the front desk. Please diarise your duty day.

Duty Swaps

If you are unable to attend your rostered day you must arrange a swap with another member. All members' phone numbers are listed on the roster and their days of availability are indicated in the roster alongside their name. If you complete a swap with another member, it is your responsibility to complete the duty swap procedure as indicated on the roster noticeboard.

When you are on duty:

- Arrive at 9.30am (am session) or 2pm (pm session). Members arriving for duty later than 15 minutes after the session start time will be considered as duty no shows.
- Introduce yourself to the Supervisor on duty.
- Know your tasks - refer to the duty task lists on the members' notice board and ask the Supervisor. There are also pocket-

size checklists on the front desk.

- Stay until 12noon (am session) or 4:30pm (pm session) – do not leave early. Members leaving before the session end time will be considered as duty no shows.
- Please use the blower to clear the paths at the end of each session and make sure the toy and maintenance sheds are correctly locked!

You may be asked to be a supervisor after 3 months of commencing membership. Training and information regarding supervisors will be given.

Failure to attend three monthly duties in a year will result in your membership being cancelled. Please contact the President Christine Haydn-Evans, if you are having difficulty completing monthly duties and require special consideration.

ANNUAL MAINTENANCE DUTY

Each family must complete a 2-hour maintenance duty per year. Maintenance duty includes jobs like raking the drive, cleaning-up the gardens, washing toys and dress-ups, conducting running repairs, washing windows etc. Without monthly maintenance the Playhouse would very quickly fall into disrepair.

Exceptions cannot be made for pregnancy, but you will only be allocated tasks that are appropriate. If you are pregnant please do not select a maintenance duty date for late in your pregnancy. Briony Hunter is the Maintenance Co-ordinator and she will advise you on when you are rostered for maintenance.

Failure to complete one maintenance duty per year will result in your membership being cancelled. Please contact the President Christine Haydn-Evans, if you are having difficulty completing your maintenance duty.

MISSED DUTY (monthly or annual maintenance)

If you are sick or are unable to attend duty for any reason you must attempt to arrange a swap with another member prior to the day of duty. If this is not possible, then you must arrange an alternative duty date with the Supervisor OR contact the Roster Coordinator ASAP to arrange a make up duty. If you do not arrange a make up duty within a reasonable time frame you will be considered a DUTY NO SHOW for that day.

Maternity Leave from monthly duty is available – please advise the Roster Co-ordinator of your due date.

The Roster Co-ordinator and Maintenance Co-ordinators do not arrange changes or replacements for you. It is your responsibility to make changes and ensure they are marked clearly on the noticeboard roster sheets and duty lists.

Three DUTY NO SHOWS will result in your membership being cancelled.

AFTERNOON GROUPS

Playhouse is available on Monday, Wednesday and Friday afternoons for use by child-centred groups who would like a regular meeting place. Please ask the Afternoon Group Co-ordinator Lauren Sadler for more information if you or someone you know is interested. There is currently availability on Mon, Wed & Fri for the 1.00pm - 3.00pm sessions.

FIRST AID

There is a First Aid Kit in the kitchen. Parents should treat their own children. Record any accident, no matter how minor, in the Accident and Incident Reporting Folder at the front desk. Wendy Millest is our Purchasing Officer, please put a note in her pigeon hole if you notice that any of the supplies have run-out or are running low.

EMERGENCIES

Please follow the directions of the daily supervisor.

Use basic common sense to:

- Call 000 for an ambulance if required
- Ask if anyone present has first aid knowledge
- If unsure, do not move the injured person.
- Resuscitation and First Aid information charts are in the kitchen beside the First Aid Kit.

FIRE & EVACUATION

Use basic common sense to:

- Dial 000 for the fire service
- Use extinguishers and fire blankets, located in the kitchen and by the front desk, if appropriate
- Please follow the directions of the Supervisor to evacuate the building

The Supervisor will:

- Collect the back gate key and the horn from the hook by the telephone
- Collect the attendance book
- Sound the whistle/horn and open the back gates
- Make sure all members and visitors are clear of the building
- Assemble everyone at the Assembly Point on the basketball court at Sandringham Secondary College. The entry gate is on Grandview Avenue opposite the milk bar.
- Advise the Kindergarten next door
- Carry out a full roll call

- Ask everyone at the session to stay at the Assembly Point until told to leave by the Fire Brigade, Police or Daily Supervisor
- Nominate one person to stay at Playhouse to liaise with the Fire Brigade and/or Police.

OTHER HEALTH & SAFETY ISSUES

Please do not attend Playhouse if you or your child/ren has any sign of an infectious disease, or any of following symptoms: sneezing, coughing, runny nose (other than clear), diarrhoea or vomiting, rash or unexplained sores/blisters. Please wait at least 24 hours after symptoms have cleared before attending again.

Children attending Playhouse do not have to be fully vaccinated.

Child-friendly behaviour and safety is essential for all members. Please supervise your children and encourage them to share and behave in a friendly and respectful manner. Playhouse will not tolerate biting, pinching, punching, pushing or any other aggressive or disrespectful behaviour that puts others at risk or makes them feel unsafe or uncomfortable.

Children who persistently engage in these types of anti-social behaviour will be asked to leave Playhouse until the behaviour improves. In exceptional circumstances they may be asked to leave permanently. The committee makes these decisions and all members have a right of appeal.

Children must not:

- Ride trikes, lawn mowers, pushers or wagons on the ramp
- Throw sand, dirt, mulch, sticks or toys
- Climb trees or onto the cubby house roof
- Be allowed in the kitchen (except for babies in the highchair)

FOOD POLICY

Some children who attend Playhouse have severe food allergies and exposure to such foods is potentially fatal. Members are asked not to bring nuts or nut products to Playhouse. In addition all members are asked to observe the following:

- All food must be eaten while sitting at the fruit tables and you must supervise your children while they are eating
- Members must only give food to their own child/ren. Do not give food to others without consulting their carer first
- Do not leave lunch boxes open and unattended
- Please clean-up after your children have finished eating
- Please ensure that your children wash their hands before returning to play

If your child has a severe food allergy please advise the Committee. Orange "allergy" badges are available at the front desk for children at risk.

Playhouse has a healthy eating policy. Please do not bring lollies, chips, etc. In addition please do not bring foods that present a choking hazard.

A FINAL NOTE

Playhouse should be a fun and relaxed place for you and your children to play. Please encourage your children to respect the Playhouse facilities, toys and equipment. If you notice something is damaged and needs repair, please make an effort to fix it or if you are unable, then please report it to a member of the Committee. Playhouse welcomes you, and it is hoped that you will enjoy coming to Playhouse regularly.

2011 PLAYHOUSE COMMITTEE

President	Chris Haydn-Evans	9515 3656 / 0409 156 023 chaydn-evans@optusnet.com.au
Vice President	Cassie Clarkson	9502 4224 / 0421 052 248 clarksongroup@optusnet.com.au
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	Tricia McKean	9515 3833 / 0423 979 745 gregtricia@invigoration.com.au
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Books Plus	Kim Vega	03 9580 8339 kimandalex@bigpond.com
Party Coordinator	Carolyn Hunter	03 9533 5642 / 0419 881 038 cazmatt@bigpond.com
Membership Coordinator	Fiona Love	03 0589 5105 / 0417 532 797 brownfm@netspace.net.au
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