



Beaumaris Children's Playhouse

MEMBER INFORMATION BOOKLET

2015

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 12 noon Monday to Friday. It is also open Tuesday and Thursday afternoons from 2.00pm to 4.30pm. In 2015 it will be open from Monday 12th January 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.

All members who attend these sessions are to be responsible for setting up and tidying up. There is also an 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 any time. **It is expected that all members will contribute equally to the packing up of these casual sessions. *Please note that once membership numbers have fallen below 20 we will have to again become official rostered duty sessions.***

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

VISITING PLAYHOUSE

A voluntary management committee is formed by members each year at the Annual General Meeting in October. Once you are a member you can visit Playhouse as often as you like. Please bring one portion of fruit per child to share for morning tea (and afternoon tea if applicable). Fruit should be placed in the basket in the kitchen so that the duty team can prepare and serve it.

When you arrive please: **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, prepare fruit for morning tea (and if applicable afternoon tea), and coordinates tidy 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

- Wear your name tag and put name tags on your children.
- Attend one annual maintenance session of about two hours. **NEW TO 2015:** At 11.45am those members who are still present must be prepared to work with their children to pack away the toys they and their children have been playing with, to help encourage social responsibility and assist the duty team.

- Help yourself to tea and coffee from the kitchen but please take care with hot drinks. Coffee pods are available for \$1.50 each to use in our machine.

Tuesday and Thursday afternoon sessions for the first part of 2015. To maintain appropriate numbers make use of all the Playhouse facilities – inside and outside play areas, library and art room for duty teams in the early part of 2015, afternoon sessions will be run differently to previous years. (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.

SPECIAL EVENTS

Throughout the year a number of special events will be organised by the Special Events Co-ordinator, Danni Crowe. 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 Danni 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 Jen Lees.

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 Jen Lees, in writing. Resignations must be submitted prior to the 15th of a month and all duty requirements are to be met prior to resigning. **Playhouse policy does not provide for refunds after the 28th February or 1 month after joining.**

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 Michelle Ticli, 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. You can use the members facebook page to arrange a swap if required - please request to join the group and information regarding Supervisors will be provided.

You may be asked to be a Supervisor after 6 months of continuous membership. Training and information regarding Supervisors will be provided.

~~Failure to attend three monthly duties in a year will result in your membership being cancelled.~~
Please contact the President Hazel Rauch if you are having difficulty completing monthly duties and require special consideration.

Duty Swaps

DUTY SESSION TIMES

If you are unable to attend your rostered day you must arrange a swap with another member. All

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.30am-12.00pm	9.30am-12.00pm	9.30am-12.00pm	9.30am-12pm	9.30am-12.00pm
CASUAL SESSION			CASUAL SESSION	
2.00pm-4.30pm (AM session) or 2pm (if PM duty sessions are running).			2.00pm-4.30pm	

later than 15 minutes after the session start time will be considered as DUTY NO SHOWS.

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 up, conducting running repairs, washing windows etc. Without monthly maintenance the Playhouse would very quickly fall into disrepair.

• Stay until the end of the duty session, **which may be 10-15min after your duty session finishes** to ensure the Playhouse is packed up properly. Members leaving before the appropriate. Our Maintenance Co-ordinator Tara Smyth 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.

Naomi Holt for more information if you or someone you know is interested.

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. Please put a note in the Purchasing Officer's 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

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. 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.

Children must not:

- Advise the Kindergarten next door
- Ride trikes, bikes, scooters, lawn mowers, pushers or wagons on the ramp
- Carry out a full roll call
- Throw sand, dirt, mulch, sticks or toys
- 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.

FOOD HEALTH & SAFETY ISSUES

Parents should know what they can bring to Playhouse over children with allergies and insect bites. Only if a child has symptoms such as sneezing, coughing, bring your own (rather than the Playhouse) and drinking water. Members are asked to observe the following: wait at least 24 hours after symptoms have cleared before attending again.

- All food must be eaten while sitting at the fruit tables and you must supervise your children while they are eating. Playhouse do not have to be fully vaccinated.

Children's 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.

- Do not leave lunch boxes open and unattended
- Please clean-up after your child/ren have finished eating
- Please ensure that your child/ren wash their hands before returning to play

2015 PLAYHOUSE COMMITTEE

ROLE	NAME	EMAIL
President	Hazel Rauch	hazelrauchbcp@gmail.com 0439732211
Vice President	Yolly Murphy	yolapol@hotmail.com 0400 196 223
Secretary	Sam Gill	sam.gill12@yahoo.com.au 0433 046 302
Treasurer	Nicole Parbhu	nicolebarber@hotmail.com 0402 095 170
Assistant Treasurer	Emilia Zundel	bellaez@hotmail.com 0409 889 074
Rosters Co-ordinator	Michelle Ticli	michelleticli@hotmail.com 0413 410 268
Assistant rosters	Rosalie Gage (Bell)	rosaliebell@hotmail.com 0410 633 756
Membership co-ordinator	Jennifer Lees (Jen)	Jennifer.lees1@yahoo.com 0487888717
Administrative Assistant	Emily Sheen	Sheenfamily85@gmail.com 0434556390
Music Co-ordinator	Vacant pending numbers	
Party Co-ordinator	Mary Bresolin	info@cakesandthecity.com.au 0425853335
Afternoon Groups	Naomi Holt	naomiholt4@hotmail.com 0413 218 966
Play Co-ordinator	Julia Batiste	jbatise@iinet.net.au 0402882706
Messy Play Co-ordinator	Vacant pending numbers	
Events Co-ordinator	Danni Crowe	dannikay73@gmail.com
Assistant Events	Aliesha Rees	arees1984@gmail.com 0422 453 119
Maintenance	Tara Smyth	Tarasmyth7@gmail.com 0424 270 868
Art Room	Leah Greenwood	leah.greenwood@windowslive.com 0432 793 979
Art Room	Laura Rosanoski	laurarosanowski@hotmail.com 0414 314 482
Purchasing Co-ordinator	Shura Melo-Jones	alexandrajones01@gmail.com 0416 348 554
Newsletter	Susana Owen	stdo@live.com 0466 497 684
Library Co-ordinator	TBC	
Books Plus	Kat Cooling	k8eecoooling@gmail.com 0417 178 759
Website Co-ordinator	Kim Beavis	kim.peacocke@gmail.com 0411 664 861