



Beaumaris Children's Playhouse

MEMBER INFORMATION BOOKLET

2018

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.

Hours of operation (may be extended when not booked for afternoon groups or during daylight savings)

Monday 9am – 3pm 3pm	(3pm during Daylight savings) Spanish Playgroup utilises from
Tuesday 9am – 5pm	(6pm during Daylight savings)
Wednesday 9am – 5pm	(6pm during Daylight savings)
Thursday 9am – 5pm	(6pm during Daylight savings)
Friday 9am – 5pm	(6pm during Daylight savings)
Saturday 9am – 5pm	(6pm during Daylight savings)
Sunday –	Booked for Playhouse Member Birthday Parties (unless otherwise communicated)

In 2018, the Playhouse will be open from mid January and will operate until mid-December including school holidays. Playhouse is open on public holidays that fall on a weekday (no duty roster – casual drop in as per policy - see below for details).

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.

Our Vice President conducts regular Orientation Sessions and you are required to attend ASAP once joining the Playhouse as a member and prior to making use of the Playhouse on a regular basis. Please keep an eye out for information relating to these on the Members Facebook page or via regular email updates from the President.

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 October.

The committee consists of:

- **5 Executive** positions (President, Vice-president, treasurer, secretary and the Play coordinator) all of whom are not required to complete monthly duties
- **General Members** (Maintenance coordinator, Membership coordinator, Purchasing coordinator, Roster coordinator, Out of hours coordinator, Website/ social media coordinator, events coordinator, Art room coordinator, marketing communication coordinator and Books/ library coordinator)

Our constitution requires that all executive positions and at least 9 of the general member positions are filled for playhouse to keep its doors open. 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, Mel Jenkins.

All members are responsible for the day-to-day running of Playhouse along with their monthly duty. The daily duty team follows the daily duty checklist including, set up of art room equipment, preparation and clean-up of fruit for morning tea and coordinates a 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 attend one annual maintenance session of about two hours. **At 11.15am** those members who are still present at Playhouse are encouraged to work with their children to pack away the toys they and their children have been playing with, to help encourage social responsibility. Members are welcome to stay beyond 11.30am until the official closing time for that day. In this situation, it is expected that all the items on the Duty Checklist be performed with the following exceptions:

- Indoor toys a child / carer who are remaining beyond 11.30am are playing with can be left out;
- Outdoor toys a child / carer who are remaining beyond 11.30am are playing with can be left out of the shed, and shed unlocked;
- Chairs currently being used by children for eating at the table can be left out;
- Heaters and lights may be left on;
- Members remaining - playhouse will effectively now be your responsibility, with the following expectations:
- You will communicate with the duty team your intention to remain beyond 11.30am to enable handover;
- You will contribute to the general packing up of playhouse as usual between 11.15am and 11.30 am. Packing up of playhouse after 11.30am (applies to all members in attendance):
- When you are about to leave playhouse, you will pack away any toys your child has been playing with, wash and put away any dishes used, wipe the outdoor table and highchairs;
- Communicate to any remaining members that you are about to leave and have packed up after your own children;
- If you are the last to leave consult the duty checklist as a guide for final pack up. For example, ensure all is locked – sheds, back door etc. Heaters and lights off, chairs packed away, dishes done. Playhouse should be left as per end of a rostered duty session.

The duty roster is developed each month, and is based upon the day preferences you have listed during membership sign-up.

If a member is unable to attend their duty for whatever reason, they need to find a suitable replacement by directly calling or texting other members.

Packing up of playhouse / Leaving the Playhouse

- When you are about to leave playhouse, you will pack away any toys your child has been playing with, wash and put away any dishes used, wipe the outdoor table
- Communicate to any remaining members that you are about to leave and have packed up after your own children
- **If you are the last to leave** consult the duty checklist as a guide for final pack up. E.g.: ensure all is locked – sheds, back door etc. Heaters and lights off, chairs packed away, dishes done. **Playhouse should be left in a clean, tidy and secure manner at all times.** This is everyone's responsibility

Public Holidays and Weekends

These days operate as a casual drop in. All toys and equipment are able to be used. All attending members are responsible for packing away toys that their and others' children have been playing with, and making sure sheds and playhouse are locked. The building should be left clean and ready for the next day session. If in doubt please refer to a copy of the duty checklist available at the front desk near door.

VISITING PLAYHOUSE

Once you are a member you can visit Playhouse as often as you like. However, you will need to attend an orientation before you may attend the drop-in sessions. Orientations are run frequently and you can find out when the next one is on by emailing the Vice President. Please bring one portion of fruit per child to share for morning 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 on the decking and that they wash their hands before returning to play. Please wipe down the table/high-chair after your children have eaten.
- Please do not offer any other food to other children without the consent of the child/ren's carer. Please do not offer alternative food during designated Fruit times.
- Please do not leave any food unattended in the eating section as it encourages children to eat each other's food and also encourages birds/ ants into the eating area.
- 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 – those 16 years and over, apart from parents, can bring the member children.

The Playhouse is not suitable for children who have started school and they may not attend. Members who have children starting prep in the subsequent year are permitted to attend BCP until the school year commences.

A prospective member family may attend a session as a visitor however members are unable to bring a friend for a casual visit.

OTHER PLAYHOUSE SERVICES

Parties: Members can hire Playhouse for their own children's parties on Sundays, 9am - 1pm or 1pm – 5pm. The Parties Co-ordinator, can provide detailed information. (Subject to changes at the discretion of the committee)

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

SPECIAL EVENTS

Throughout the year a number of special events will be organised by the Events Co-ordinator. 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 the Co-ordinator 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.

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.

SUMMARY OF FEES

Please note that these prices are subject to change. Please see the Facebook group for updates.

Annual Membership per Family	\$310
Early Bird Rate per Family	\$270
Concession Card discount	Minus 20%
Party Bookings	\$70

Note that the membership year runs from the commencement of the calendar year to the end of the calendar year (reduced by the maintenance shutdown period over the Dec/Jan period). These fees cover the full year. Unless you have taken up the "special offer", members joining mid-year will be charged the annual fee, pro-rata for the year. Early Bird concessions may be offered to members during the year for early payment of the next year's fees. This will be decided on by the Committee.

RESIGNATION PROCEDURE

If you wish to resign your membership during the year please advise the Membership Co-ordinator, in writing. All duty requirements are to be met prior to resigning. **Playhouse policy states that a member may claim a refund if they cancel their membership within one month of joining provided they have not hired the playhouse for a party within that time. The refund will exclude the month of membership + an admin fee.**

DUTY ROSTERS (10.00am – 11.30am weekdays)

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 a maximum one duty per month and your preferences will be accommodated where possible. If you wish to change your preferred days please advise the Roster Coordinator 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 via Facebook to participate in this option.

The duty roster is emailed to members each month. There are also hardcopies on the noticeboard near 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 10.00am. 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 Check list for the session and ask the Supervisor. Initial tasks when they have been completed.
- Stay until the end of the duty session 11.30am, **which may be 10-15min after your duty session finishes** to ensure the Playhouse is packed up properly. Members leaving before the session end time will be considered as duty no shows.

You may be asked to be a Supervisor after 6 months of commencing 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 if you are having difficulty completing monthly duties and require special consideration as alternative duties may be available for completion

DUTY SESSION TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10.00am – 11.30am	10.00am – 11.30am	10.00am – 11.30am	10.00am – 11.30am	10.00am – 11.30am

DUTY CHECKLIST		
OPENING PLAYHOUSE	<u>SUPERVISOR</u>	Organise your duty team to complete the daily duties
	DELEGATE	
	<u>SUPERVISOR:</u>	Initial names in the 'Attended Duty' column on the roster (located on the notice board) to show that the member has completed their duty responsibilities. Mark a cross for members' who don't.
	ROSTER RECORDING	
REMINDER CALLS	Make duty reminder text to next day's duty team, mobile is located on the shelf next to the CD player. After call tick names in the "Reminder Calls' column on the roster.	

	ART ROOM	Fill and set up paint stations, set out play-dough and tools, lay out daily activity trays located in the cupboard.
GENERAL	PREPARE FOR FRUIT TIME	Spray and wipe down eating tables and set out chairs around the eating tables. Clean and cut fruit, set up cups, bowls, water jug. Fruit time is approximately 10.45am.
	CLEAN UP	Clear away platters, bowls, cups, water jug. Wash and dry all items and put away in the kitchen. Spray and wipe down eating tables, sweep deck if required.
	FRUIT TIME	Check and restock if necessary, scrap paper at front desk, supplies of soap, paper towels, toilet rolls, coffee, tea, sugar, cleaning sprays etc. (Supplies in cupboard near couch.)
CLOSING PLAYHOUSE	SUPERVISOR:	Record any member who, during the shift, has Missed or Made up duty on the Missed Duty Chart (located on the notice board)
	MISSED DUTY CHART	
	ART ROOM	Clean up the Art Room. Put playdough away, wash paint brushes and tidy activity tray where not being used. If they are being used ask the parent of the child using the equipment to please tidy up once they are finished.
	KITCHEN	Check that the kitchen is clean and that the scraps have been placed in the bin. All rubbish is to be put in the outside bins before leaving.
	BINS	On a Thursday Take the main Rubbish bins out onto the nature strip. On a Friday morning bring the main rubbish bins back in off the nature strip.
	LAUNDRY	Dirty tea towels and towels are to be placed in the laundry bin located in the adult toilet. Replace with clean towels from the cupboard.
	FLOORS	If floors are visibly soiled, do a brief vacuum of hard surfaces and carpets. Vacuum mounted on the wall in the kitchen or dustpan and brush located in art room cupboard where blower is.

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. Our Maintenance Co-ordinator 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 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 please contact the Supervisor at the commencement of duty to advise them you will not be attending. The supervisor will record your missed duty and you will be rostered on for a Make Up Duty in the following month. If you do not make a reasonable attempt to swap or notify the supervisor on the day 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.

CLEANING

The Playhouse employs a cleaner on weekdays to attend to the cleaning needs of the Playhouse, including vacuuming, cleaning the toilets and bathrooms, wiping surfaces and mopping the floors. It is expected that the duty team will perform some light cleaning of

playhouse if necessary at the end of the duty session – please see the task list. Our cleaner is Kathy. Towels and other washing is offered to members to do on a quarterly basis, this is a paid task (\$10 per week). If you are interested in taking on this job please speak to someone on committee or the President.

AFTERNOON GROUPS

Playhouse is made available to community groups on some afternoons who would like a regular meeting place. Please ask the Secretary for more information if you or someone you know is interested.

Spanish Playgroup will operate out of BCP on Monday afternoons from 3.00pm - 5.00pm. If you are interested in more information about this group please contact Megan Fallon.

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 bell from the hook by the roster
- Collect the attendance book
- Ring the bell and open the back gates
- Make sure all members and visitors are clear of the building
- Assemble everyone at the Assembly Point in the alley way behind the shops on the corner of Balcombe road and Grandview Ave
- Advise the Kindergarten next door and contact Bayside city council
- 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.

Please refer to the National Guidelines for Exclusion if your child is unwell from the Staying Healthy in Child Care, Education and Care Services. The advice is from the 5th Edition of Staying Healthy and is drawn from established guidelines that are regularly updated using the principles of evidence based medicine, including the Australian guidelines for the prevention and control of infection in healthcare, 2010) It is designed to be used for anyone caring for children.

BCP strongly encourages all families to follow the National Immunisation Schedule for all children, but understands there are some children in our community whose families face difficulties accessing vaccinations.

BCP Protection Includes

- Notifying members when a contagious illness or disease is present in the Playhouse
- Increasing awareness of cross infection through physical contact with others

Table 1.1 Recommended minimum exclusion periods

Condition	Exclusion of case	Exclusion of contacts*
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours ²	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours ²	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ²	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ²	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group

Condition	Exclusion of case	Exclusion of contacts*
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded

Condition	Exclusion of case	Exclusion of contacts*
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ²	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

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, bikes, scooters, lawn mowers, pushers or wagons on the ramp
- Throw sand, dirt, mulch, sticks or toys
- Be allowed in the kitchen

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
- Lunch boxes or other food must not be served at Fruit Time
- 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 child/ren have finished eating
- Please ensure that your child/ren wash their hands before returning to play

If your child has an anaphylactic 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.

SOCIAL MEDIA GROUPS

The Playhouse has a number of closed Facebook group for members to join if they wish

Beaumaris Children's Playhouse Members

<https://www.facebook.com/groups/619616304734027/>

Members may use the page to communicate to membership regarding duty swaps or other relevant Playhouse business. Members are asked to not post photos of children or use the page for any purpose not relating to Playhouse.

BCP Buy Sell Swap Page <https://www.facebook.com/groups/1684020848485254/>

This page is a convenient way to buy, swap or sell baby, toddler and maternity goods. Members with family run business are able to advertise on this page on Sundays only.

BCP Exercise Group <https://www.facebook.com/groups/1755369241376477/>

Playhouse offers a baby/toddler friendly training session one morning a week, to find out more please join the group.

Beaumaris Children's Playhouse Instagram page @beauplayhse

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.

2018 Committee List

Role	Nominee	Email
President	Mel Jenkins	presidentbcp@outlook.com
Vice President	Alysia Regan	alysiaregan@hotmail.com
Treasurer	Lucia Holding	lucia.garreton@gmail.com
Secretary	Juliet White	BCPSecretary@outlook.com
Play Coordinator	Lauren Cole	lauren24812@hotmail.com
Maintenance Coordinator	Laura Rosanoski	bcpmaintenance@outlook.com or laurarosanowski@hotmail.com
Membership Coordinator	Lara Schendzielorz	BCPMemberships@outlook.com
Purchasing Coordinator	Kristian Campbell	stemplkv@hotmail.com
Roster Coordinator	Janelle Ghys	jandtghys@gmail.com
Out of Hours Coordinator	Carrie Leete	bcpafterhours@gmail.com
Web and social media Coordinator	Louisa Roubin	website@bcp.org.au
Events Coordinator	Mimi Meija	mimile_85@hotmail.com
Art Room Coordinator	Alison Powell	alison2222@hotmail.com
Marketing & Communications Coordinator	Sally Sparks	sal_sprakel@hotmail.com
Books & Library Coordinator	Tiwi Barlow	tiwibarlow@gmail.com
Music Class Coordinator	Tenille Emmett	tenille.emmett@gmail.com
Fundraising & Social Coordinator	VACANT	Contact President for information
Assistant Maintenance Coordinator	VACANT	Contact President for information
Assistant Membership Coordinator	Kelly Ogilvie	kellyjogilvie@yahoo.com
Assistant Membership Coordinator	Emma Tunnock	elth36@gmail.com
Assistant Roster Coordinator	Judy O'Brien	obrien20@bigpond.net.au
Assistant Web & Social Media Coordinator	Kathryn Green	Kgreen@myarbonne.com.au
Assistant Art Room Coordinator	Harriet Foulkes	harrietgj@hotmail.com
Assistant Treasurer	Sarah Nott	sarah.nott@live.com
Admin Assistant	Andriel McKay	Andrielm@gmail.com
Assistant Events coordinator	Victoria Cordingley	vcordingley@gmail.com
Assistant Play coordinator	Elisha Watkins	elisha.watkins@hotmail.com
Assistant Marketing & Communications Coordinator	Madeline Forsyth	madsandsam@gmail.com