

## HOW TO START A PLAYGROUP

Starting a new playgroup is an exciting time and will help you build lasting friendships and connections to your local community. People open new playgroups for many reasons and playgroups can be for a particular age group, cultural background, other interest or general in nature.

Playgroup NSW is able to assist a new group. We can help with sourcing a venue, finding families and other help along the way. Playgroup NSW has been helping community playgroups since 1972 and can offer help and advice.

The following steps are a guideline to get you started. At any time you have any questions visit [playgroupnsw.org.au](http://playgroupnsw.org.au) email [admin@playgroupnsw.org.au](mailto:admin@playgroupnsw.org.au) or call 1800 171 882.

### Finding families

If you already have a circle of friends that are ready to form a new playgroup, that's great. If you only have a few people to start with, Playgroup NSW can assist you connecting other families in your region. Early childhood clinics, local preschools and schools are all great places to approach if you need more people to join your new playgroup.

Playgroup NSW has found 10 – 12 families is usually a good size for a playgroup but numbers can be much higher or lower depending on your area. The size of the venue may also affect the numbers in your group.

### Getting together

Get together or form a closed Facebook page for your group to allow for easy communication. Decide on a time and day which is suitable for the majority of the group. Ask for people to volunteer for the key roles in the group Coordinator, Secretary and Treasurer. Decide on what type of playgroup you want, language specific, babies, general etc.

### Choosing a place to meet

Most playgroups meet in council facilities but playgroups can be anywhere that has a suitable space like a scout hall, library room, church hall or school building. Basic requirements are a safe indoor and outdoor space, small kitchen facilities and bathroom. Some playgroups are held entirely indoor or outdoor dependent on the groups individual requirements.

Meeting in a venue that currently has a playgroup meeting on another day is a great option as groups will often share resources with each other.

If you are having trouble sourcing a venue in the area please contact Playgroup NSW who will be able to assist.

***NEVER sign leases or agreements before these have been checked by Playgroup NSW.***

### Insurance

To meet in any public space, groups are required to hold public liability insurance. Playgroup NSW offers membership that includes public liability insurance designed to meet playgroup needs.

### Toys and equipment



Playgroups don't need many toys or equipment to start out. Toys can be simple, homemade or made from recyclable materials. Playgroup is about the time a parent spends with their children not about expensive toys. Playgroup NSW has a partnership with Modern Teaching Aids which gives playgroups discounts when purchasing toys. Our website also has some great ideas that require little and can create lots of fun experiences. [Play Activities](#)

### **Adult Responsibilities**

Decision making – A successful playgroup is one that belongs to everyone. Encourage everyone to participate in decision making and for helping out at the playgroup.

Supervision – Parents or care givers are always responsible for the care and supervision of the children they bring to playgroup. Care must also be given to other families at playgroup and it is every child's right to be supervised for safe and fair play.

### **What will it cost?**

Playgroups should be low cost to encourage families to participate and to experience the benefit of play. Costs will vary from group, from venue hire, purchasing consumables, buying toys, outing etc. Fees can be paid to the group on the day, however Playgroup NSW recommends term payments to encourage participation.

Every family wanting to come to the playgroup must hold current financial membership with Playgroup NSW. Playgroup NSW has various membership types with the most expensive membership at \$39 per family per year. [Join Here](#)

### **Ready to start?**

When you have the day, time and venue organized it is time to start your first playgroup session. Keep the session simple and not with a lot of structure. The first sessions are making people welcomed, getting to know one another and making friends.

When you are ready to start and have affiliated with Playgroup NSW we will send you all the information and resources you will need to run a successful playgroup. This will include tools for recording attendance, recording money, play ideas and activities. We also include a sample roster and schedule which can be a guide for a general playgroup structure.

### **Playgroup NSW website**

The playgroup NSW website has tools available to assist a playgroup in the daily running of a successful playgroup. It also has useful information about parenting, play ideas, membership benefits and great stories and articles about our playgroups. [playgroupnsw.org.au](http://playgroupnsw.org.au)

### **Playgroup NSW Support**

Playgroup support can assist if a group needs a little extra support or advice. Member support can be contact by email [admin@playgroupnsw.org.au](mailto:admin@playgroupnsw.org.au) or by calling 1800 171 882.

