Playgroup NSW Community Playgroup Closure Guide

We understand that deciding to close a community playgroup is not an easy decision. Before proceeding, we encourage you to explore all available options to help your playgroup remain sustainable. To ensure your playgroup is closed correctly and all responsibilities are met, please complete the following steps:

1. Contact Playgroup NSW

Before making a final decision, please contact Playgroup NSW to discuss any concerns or challenges your playgroup is facing. We may be able to provide support, resources, or alternative solutions to help your playgroup remain open and sustainable.

2. Consult with Members

Best practice is to hold a meeting with all members to discuss the future of the playgroup and seek support. Another volunteer or member may be interested in taking on a volunteer role to keep the playgroup operating. The decision to close the playgroup should be formally recorded in the minutes of a general meeting.

If holding a meeting is not possible, please notify all members via email and/or social media that the playgroup is at risk of closing. Invite anyone interested in continuing the group to contact you or Playgroup NSW for support and discussion.

3. Complete the Closure Form

If the playgroup is unable to remain open, please complete the online Community Playgroup Closure Form and notify Playgroup NSW once it has been submitted:

https://playgroupnsw.snapforms.com.au/form/community-playgroup-closure-form

4. Distribute Playgroup Resources

Wherever possible, distribute playgroup toys, equipment, and resources to other local playgroups, children's services, or families in need. Any remaining items should be disposed of appropriately.

5. Retain and Forward Records

All financial records from the previous seven (7) years must be retained and forwarded to Playgroup NSW. Any attendance records, including previous Playgroup NSW Day Books with incident reports must also be provided to Playgroup NSW. All other records may be securely destroyed.

6. Notify Your Venue

Contact your venue and provide notice of closure in accordance with your venue hire agreement.

7. Finalise Outstanding Payments

Ensure that any outstanding debts, invoices, or fees have been paid before closing the playgroup.

8. Close the Bank Account

Once all financial matters have been finalised, close the playgroup bank account and forward any remaining funds to Playgroup NSW, along with a copy of the final bank statement. Any returned funds will be used to support other affiliated playgroups who need financial assistance.

Bank Details

Account Name: Playgroup NSW Inc
BSB: 062 000
Account Number: 20165159

9. Playgroup NSW Closure Process

Once all requirements have been completed, Playgroup NSW will update its records, close the playgroup within our systems, and arrange for the playgroup's contact details to be removed from the Playgroup NSW website as soon as practicable.

Thank you for the contribution your playgroup has made to supporting children and families in your community. If you have any questions during the closure process, please contact Playgroup NSW for assistance on 1800 171 882 or admin@playgroupnsw.org.au