

MEMBERSHIP INFORMATION FORM – 2020



Welcome and thank you for joining Old Cottage Playgroup. We are a 100% volunteer run, not-for-profit playgroup.

OLD COTTAGE PLAYGROUP OFFERS:

- A wide range of indoor toys and books to suit all ages.
- A welcoming and safe outdoor play area with bikes, trikes, scooters, helmets, balls and sandpit.
- Access to a range of art & craft materials.
- Baby care facilities including change table, high chairs, feeding chairs and soft play mats.
- Full kitchen facilities, including pod coffee machine.
- Discounted venue hire for members. For bookings and further information email: ocpgpresident@gmail.com
- Playgroup throughout school and public holidays.

Old Cottage is a nut-free playgroup.

NEW TO OLD COTTAGE

If you are new to Old Cottage please contact the Enrolments Officer via Facebook or ocpgenrolments@gmail.com. We do have a limited number of families permitted in each group and need to ensure this number is not exceeded.

New members who join will be offered two free trial sessions at any time of the year. On the third visit new members are required complete a membership form and pay their membership fees. Cash can be left in the secure slot in the office. Electronic payments are preferred, and membership registration can now be completed on our website.

GROUP LEADERS

Each group session is independent, with 1-2 nominated Session Leader(s) who are responsible for ensuring all members sign-in, pay their fees, complete membership forms, ensure all cleaning duties are completed at the end of the session and the building is locked correctly.

COMMUNICATION

Keep an eye out for communication from the Old Cottage Committee. We will communicate news, information and upcoming events with you via email, notices inside the Old Cottage Playgroup and through our Facebook page.

EXPECTATIONS OF MEMBERS

All members are responsible to help tidy and clean up after their nominated sessions.

All members are welcome and new visitors may be invited to join any existing groups in attendance. Please be respectful and courteous of one another and contact the committee if you need to raise any concerns.

MONTHLY COMMITTEE MEETINGS

Without a committee to run Old Cottage we would not be able to remain open. We encourage **at least** 1 member of each group to become a committee member to support the running of the playgroup. All members are welcome to attend the monthly General Committee Meeting. If you have any feedback or suggestions for Old Cottage please either speak to your session leader, leave a note in the communication book in the office area or email our President at ocpgpresident@gmail.com.

2020 FEES

Please note: Members are required to pay both the family membership fee and weekly session fees.

Annual membership to the Old Cottage Playgroup is per calendar year (January to December) and **full year payment is due by 29 February 2020.**

2020 Family Fee Schedule	
Early bird (paid by 31 January)	\$45.00
Full Year (from 1 February)	\$50.00
Half Year	\$30.00
Single Term	\$20.00

Weekly session fees are \$3 per family.

If you choose, you can pay your weekly session fees a term in advance to save you paying a fee each week. Just like other fees, by paying in advance you will forfeit the funds for non-attendance. **Coming to more than one session a week?** Your second session attended within a Monday – Friday is just a gold-coin donation ☺

	Term	Dates	Price
Weekly Session Fee per family per term. Money must be received 1 st week of term.	1 (13 wks)	1 Jan – 29 Mar	\$33
	2 (13 wks)	30 Mar – 28 Jun	\$33
	3 (13 wks)	29 Jun – 27 Sep	\$33
	4 (13 wks)	28 Sep – 31 Dec	\$33

EFT Details:

Westpac BSB: 035088

Account Name: Old Cottage Playgroup

Account Number: 140787

Please include your last name and session time as reference for EFT e.g. SMITH FRI9

PAYPAL NOW AVAILABLE

Membership and Term fees can now also be paid via PayPal on the www.oldcottageplaygroup.com website.

ANY QUESTIONS?

Our Enrolments Officer is available to answer any membership questions you may have. You can reach them on 0490 099 969, messaging Old Cottage on Facebook, or by emailing ocpgenrolments@gmail.com.