

MEMBERSHIP INFORMATION FORM - 2023



Welcome and thank you for joining Old Cottage Playgroup. We are a 100% volunteer run, not-for-profit playgroup. Old Cottage Playgroup is an inclusive space, our facilities and equipment are designed for children aged between 0 and 6 years of age.

OLD COTTAGE PLAYGROUP OFFERS:

- A wide range of indoor toys and books to suit all ages, from newborn through to preschool.
- A welcoming and safe outdoor play area with bikes, trikes, scooters, helmets, balls and sandpit toys.
- Access to a range of art & craft materials, including painting.
- Baby care facilities including change table, high chairs, feeding chairs and soft play mats.
- Kitchen area with microwave, cooktop and oven.
- Discounted venue hire for members. For bookings and further information email: ocpgpresident@gmail.com
- We are open all year round including 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 on 0403 303 465 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.

Brand new members who join will be offered two free trial sessions at any time of the year. On your third visit please complete a membership form and pay your membership fees. Cash and Cheques can be left in the secure slot in the office. Electronic payments are preferred, please see below for payment options.

GROUP LEADERS

Each group session is independent, with one/two 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 and private members Facebook group.

RULES / HANDBOOK

A copy of our Policies and Procedures/handbook, and our Constitution are displayed on site. It is your responsibility to make yourself familiar with the policies and procedures of Old Cottage Playgroup.

MONTHLY COMMITTEE MEETINGS

Without a committee to run Old Cottage Playgroup 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 suggestions for Old Cottage Playgroup please either speak to your session leader or email our President at ocpgpresident@gmail.com.

2023 FEES

Members are required to pay both the annual and the weekly session fees.

Annual membership to the Old Cottage Playgroup is per calendar year (January to December) and **full year payment is due by 28 February 2023.**

2022 Family Fee Schedule	
Early bird (paid by 31 January 2023)	\$50.00
Full Year (from 1 February 2023)	\$60.00
Half Year	\$35.00
Single Term	\$20.00

Weekly session fees are \$3 per family.

We do offer a Pay in Advance option for the weekly session fee. If you choose, you can pay your weekly session fees a term in advance to save you paying a fee each week. By doing this you will save on 2 sessions for the term. Just like other fees, by paying in advance you will forfeit the funds for non-attendance.

	Term	Dates	Price
Weekly Session Fee per family per term. Money must be received 1 st week of term.	1 (13 wks)	1 Jan – 2 Apr	\$33
	2 (13 wks)	3 Apr – 2 Jul	\$33
	3 (13 wks)	3 Jul – 24 Sep	\$33
	4 (13 wks)	25 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 K fri9

PAYPAL NOW AVAILABLE

Annual 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 0403 303 465, or by emailing ocpgenrolments@gmail.com.