

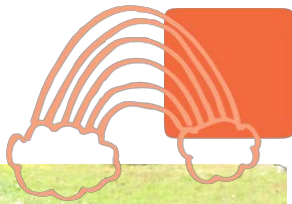


Playgroup
WA (Inc)

Tips for Updating the Playgroup WA Membership Portal

- If you require a hard copy of your current Playgroup Membership details please see Open Update Report on the upper right hand side of the Playgroup Details tab.
- Ensure you fill in all the information required as prompted in the Playgroup WA Membership Portal.
- Each family pays only one membership fee per year regardless of the number of playgroups attended and the number of children in the family. It's a good idea to check that families haven't paid their Playgroup WA fees through another playgroup.
- To be covered by insurance all families need to be members of Playgroup WA. Remember families can attend up to two (2) visits prior to paying the Playgroup WA fee and still have insurance cover.
- Families who have paid their membership fee to another playgroup need to provide their membership number so you can record their family ID number when entering them as a Family who has paid elsewhere.
- If a family has paid their Playgroup WA membership at another playgroup but have no membership number, please ask them to follow up with the playgroup they paid and contact Playgroup WA.
- Do not add families who have paid their Playgroup WA membership at another playgroup until you can enter their family ID number in the Family ID box.
- As new members join through the year, please forward new members fees within the month of receipt so families can begin to enjoy their membership benefits as soon as possible.
- Playgroup WA is unable to give refunds on membership fees. However, membership is transferable between states.
- Once the member details are updated please ensure a payment batch is created.
- Please forward payment promptly.

If you need further assistance please call Playgroup WA on
1800 171 882 or
email: hotline@playgroupwa.com.au



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Membership Definitions

Session Types

Family/All ages: A family playgroup consists of children aged birth to 5 years with their parents and/or carers.

Toddlers: These sessions include children between 1-4 years of age. They may include younger siblings and provide suitable activities for the range of ages in the session

Baby: These sessions cater for families with young babies between 0-1 years of age.

Session Sub-Types

Please indicate in the Session Subtypes column if any of your sessions cater for special interests and/or cultural needs

Member Type - Fees

Family (F): Families who attend playgroup pay a Family membership fee of \$35.00 incl GST.

Playgroup Plus(PGPL): Families who have a current health care or pension card receive a reduced fee of \$15.00 inc GST. A current card must be sighted by the Enrolment Officer.

Volunteers (V): Volunteers are not required to pay a membership fee but must be listed on your Application/Membership Report as a member for insurance purposes. A Volunteer is someone who attends playgroup without any children. Playgroup Committee Members do not come under this category unless the committee member no longer has children attending the playgroup.

Family Day Carer (FDC): Family Day Carers attending a community playgroup will be required to pay a FDC membership fee of \$35.00 incl GST. Family Day Carers will need to hold a current license that must be sighted by the playgroup to be eligible for this concession. The decision to allow Family Day Carers to attend a community playgroup will remain at the individual playgroup's discretion, taking into account the ratio of adults to children, size of venue, practical and safety issues.

Paid Elsewhere(PE): If a family has paid their membership fee to another playgroup, please ask them for their membership number and enter their details as Add Family/Volunteer/Paid Elsewhere selecting a Family who paid elsewhere and entering the Family ID number.