



PLAYGROUP GUIDELINES

The following are the guidelines for all MOMS Club® of Parker-West playgroups. They are based on International MOMS Club® bylaws. If you decide to participate in a MOMS Club playgroup, you will be expected to follow these guidelines.

Playgroup Coordinator – The Playgroup Coordinator is responsible for the playgroup program and serves as the liaison between the MOMS Club of Parker-West Executive Board and the Playgroup Managers. Her responsibilities are as follows:

- The Playgroup Coordinator should keep the playgroup information updated in a binder or folder and have it present at monthly business meetings to assist members with playgroup information.
- The Playgroup Coordinator should provide playgroup information to new members and help them join a playgroup.
- The Playgroup Coordinator should support Playgroup Managers and be available to assist them with any playgroup issues that cannot be resolved within the playgroup.

Playgroup Manager – Each playgroup will have a Playgroup Manager. The responsibilities of the manager are as follows:

- The Manager should keep the playgroup roster updated and distribute it to the members of the playgroup and the Playgroup Coordinator as the information changes.
- The Manager should create a host rotation calendar and distribute it to the members of the playgroup and to the Playgroup Coordinator.
- She should serve as the contact person when a host needs to reschedule or cancel her turn to host.
- She should help new members feel welcome in the playgroup and make sure they know how the group operates (i.e., are snacks served, who is responsible for clean up, etc.).
- The Manager of each playgroup should communicate member needs (a new baby, illness in the family, new home etc.) with the Sunshine Committee Coordinator.

Playgroup Host – All playgroups members are expected to host playgroup on a rotating basis. Below are the responsibilities of the Playgroup Host:

- The host should choose a playgroup location.
- If the location is in her home, she should specify what areas of the house are OK for playing (and for eating and drinking).
- If the playgroup has decided to serve refreshments for MOMS and/or children, the host should provide the refreshments at the appropriate time and be aware of any food allergies in the group.
- The host should put away toys that may be inappropriate for the age-range of the children in her playgroup and any favorite toys that might be difficult for the host's child to share.
- The host will receive RSVP's from playgroup members who are unable to attend.

Playgroup Size –



- **Year of Birth Based Playgroups** - The optimal size for playgroups is 6-8 children. Once a playgroup reaches 10 children, the playgroup should be split into two groups. It is up to the Playgroup Manager and the playgroup members to decide how the group should be split.
- **Multi-aged Playgroup** – The size for the multi-aged playgroup will be unlimited since it only meets in public places.

Playgroup Age Range –

- Playgroups are set up by year of birth. If your child was born either early in the year or late in the year, you may like to try out the playgroup for the previous or next calendar year before you decide which will be a better fit for you child. For example, if your child was born in January 2004, you may like to try out the 2003 playgroup as well as the 2004 playgroup to see where you and your child are most comfortable.
- There may be a playgroup that consists of multiple ages. This playgroup will only meet in places that are public, such as parks and indoor play areas.

Siblings – Younger or older siblings are welcome at playgroups. You may want to bring along a few age appropriate toys for them.

Playgroup Location – You can have the playgroup in your home, in a park, at a fast food play area, at a mall with a play area, or at any other activity that the playgroup members agree is appropriate for the children. Please be considerate of everyone's budgets when selecting your location.

Health – If your child has more than just a clear runny nose, please do not attend playgroup. If you are the host that week, please notify your Playgroup Manager so that alternate arrangements can be made.

Safety – You are responsible for your child(ren). Please keep an eye on them and respect the play area boundaries set by the host. Don't assume that other homes are as "child-proofed" as your home.

RSVP – It is assumed that members of a playgroup will attend regularly. In the event you are unable to make it to playgroup, please contact your Host or Playgroup Manager. If you discover the morning of playgroup you are unable to attend please be courteous and telephone the host to say you are not coming.

Snacks – Members should decide whether they would like each host to provide refreshments and if it should be for just the moms, for just the children, or for moms and children. If you decide the host should provide refreshments, members should decide on a snack time and what foods are acceptable. Please be mindful of anyone with food allergies within your group!

Clean up – Members should decide how to handle toy cleanup at the end of playgroup. Would you prefer to leave clean up to the host? Or have everyone help clean up 15 minutes before the end of playgroup?



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Visitors – According to International MOMS Club® bylaws, no one may attend a MOMS Club playgroup until they have paid their membership dues and submitted their membership paperwork.

Calendar – Members should decide how often the playgroup should meet. Playgroups may meet weekly, twice a month, once a month, or even irregularly, as schedules permit.

Calendar Conflicts – According to the International MOMS Club bylaws, playgroups are not allowed to meet when another MOMS Club activity has been scheduled. The Executive Board will make an effort not to schedule other activities during a regularly scheduled playgroup times unless the activity is age-appropriate for the playgroup. In the event of a scheduling conflict, the playgroup Manager and members should decide if they would like to reschedule that playgroup and/or if they would like to attend the MOMS Club activity as a playgroup. Should an activity be scheduled that is not age appropriate for a playgroup, the Playgroup Manager can contact the Playgroup Coordinator to discuss making an exception to the rule.

Pets – All pets should be kept out of the play area.

Smoking – Smoking is not allowed at any MOMS Club activity, including playgroups.