

- OFFICIAL-
Moms & More
Playgroup Guidelines
Revised Feb 23, 2016

I. Playgroup Policies.

Playgroups are optional and it is up to each member to take personal responsibility to ensure satisfaction with their playgroup. Members are encouraged to bring questions, concerns and suggestions to the Playgroup Coordinator at any time.

A. Playgroup Descriptions, Frequency and Locations. Playgroups meet weekly for approximately two hours, usually in a member's home or at a park during pleasant weather. Each playgroup can have a set age of children or can have a variety of ages, depending on the members' preferences.

(1) **Size of Playgroups.** It is suggested that any regularly scheduled playgroup contain no more than four - five members, and that no limit be placed on the number of children. In order to maintain a comfortable size for each hostess to accommodate a playgroup in her home, our chapter playgroups will reach a size of no larger than **five members**. It is strongly recommended that groups do not increase in size as it can create a chaotic and stressful environment for the children and the hostess. If a member would like to join a particular playgroup that is already full, her name will be put on a waiting list for that group until an opening becomes available. In the meantime, every effort will be made to find another suitable playgroup if she so desires.

(2) **Visiting a Playgroup.** Members can be invited to visit an open playgroup, provided that there is room, for a maximum of two visits. Visits should be agreed upon by all members, if possible.

(3) **Active Member Status.** Allowing for illness, vacations or the birth of a child, all playgroup members will be expected to attend regularly (twice per month minimum) or let their playgroup liaison and/or the Playgroup Coordinator know that they will no longer be participating in that playgroup.

(4) **Starting a New Playgroup.** If a member is interested in starting a new playgroup, they should contact the Playgroup Coordinator who will assist them in forming a new one.

B. Playgroup Coordinator. The Playgroup Coordinator provides the overall structure for the chapter playgroups. She coordinates the playgroup schedule and assists members in finding an appropriate playgroup. They provide playgroup guidelines to each member joining a playgroup, unless they have already received a copy in their welcome packet. All playgroup member changes shall be reported to the Playgroup Coordinator. Playgroup Coordinator will assist in handling any incidents that may arise according to the Intervention Plan set forth below in Section II.

C. Playgroup Liaison. Each playgroup will have a liaison, or a contact person. The liaison will provide their basic playgroup information to the Playgroup Coordinator on an as-needed basis, such as a current list of members and when a member leaves the group. They will also assist in scheduling meeting locations and being the contact person for group members and visitors (a member looking to join a playgroup).

D. Playgroup Meeting Guidelines.

(1) RSVP. Members of a playgroup are encouraged to decide whether they will RSVP to the hostess before each scheduled playgroup.

(2) Health. Members may not attend a playgroup if their child has a contagious illness or fever. A child must be free of fever 24 hours before their scheduled playgroup.

(3) House Rules. The hostess of a playgroup is encouraged to share the rules of the house with all playgroup members. Members are encouraged to inquire with the hostess whether or not there are any house rules. A hostess is also encouraged to specify areas of the house that are acceptable for playing, eating, drinking and diaper changing. Members need to be made aware of all off-limit areas. Members must respect these limitations and must make sure their child/children are respectful and follow the rules of the house.

(4) Snacks and Allergies. Members of a playgroup are encouraged to discuss whether or not snacks will be served during a scheduled playgroup. It should also be decided whether snacks will be provided by the hostess or if guests will bring their own. Also, before joining a playgroup, members should let the playgroup liaison know of any food allergies their children may have. Arrangements will be made among the members to accommodate any food allergies.

(5) Play Area. The hostess shall make every effort to provide a safe, childproof play

area, including removing toys that would be inappropriate or would present a choking hazard for younger children.

(6) Firearms in the Home. If a hostess has firearms in her home, she must take all possible precautions that they are locked up and inaccessible. As an additional safeguard, each playgroup may choose to discuss the presence of any firearms in their homes and how those firearms are secured.

(7) Toys. A hostess should attempt to provide age appropriate toys or ask members to bring an age appropriate toy. Members are encouraged to promote sharing. If there is a particular toy that a child may not be willing to share, that toy should be put away.

(8) Pets. All pets **must** be kept out of the play area.

(9) Smoking and Alcohol. There will be **no** smoking or alcohol consumption allowed at any playgroup.

(10) Hosting Playgroups. All playgroup members are encouraged to host a playgroup on a rotating basis. A member may host a playgroup at her home, at a park (weather permitting), or at any other location acceptable to the group. Playgroups should be held at locations where there is minimal or no cost to members. If circumstances make it difficult for a member to host in their home and an alternate location is not possible, the other members may choose to excuse that member from hosting until her situation changes.

(11) Non-Moms & More Members. Non-members and children of non-members **may not** participate in chapter playgroups without first becoming a member. In keeping with this policy, prospective chapter members are furnished with appropriate information about playgroups, but are not eligible to attend until they have joined the chapter.

(12) Clean Up. Members should allow 10-15 minutes at the end of playgroup for a joint cleanup effort. Members should encourage their children to participate in cleanup.

(13) End Time. Members should respect the hostess's schedule and leave promptly at the end of playgroup, unless other arrangements have been made to stay on.

(14) Conduct. Conduct that causes harm to another person, either physically or emotionally is never acceptable. Members of a playgroup should agree on how to handle unacceptable behavior. This shall include who will handle the situation, either

whoever witnesses the behavior, or the child's mother, and how it will be resolved (diversions, closer supervision or immediate dismissal for harmful actions). Members should remember that they are responsible for their own children. For assistance in repeated inappropriate conduct by a child, refer to the Section entitled "Intervention Plan" set forth below.

II. Intervention Plan.

In the event that conflicts regarding inappropriate conduct of a child or children occur, use of the following plan is advised.

A. The first complaint regarding a child's behavior or other conflict should be made to the child's mother by another member of the playgroup. At that time, the playgroup member(s) may approach the mother with their concerns and offer ways to prevent future incidents.

B. The second complaint regarding the same child should be made to the Playgroup Coordinator and/or the Leader, who shall intervene and ask the mother to abstain from the next playgroup. The Playgroup Coordinator will communicate with the playgroup's liaison to see if the situation can be resolved.

C. The third complaint shall be brought to the Playgroup Coordinator and/or the Leader who shall discuss the situation with the chapter's board. The board may intervene and ask the mother to abstain from playgroup for an acceptable period of time or until the behavior of the child improves.