

Woodlawn



Swap 'n Play

Member Handbook

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This Handbook Contains:

Section 1 – Benefits of Membership

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Woodlawn Swap 'n Play Mission Statement

Mission Statement - What we strive to be:

At Woodlawn Swap 'n Play each family enriches the lives of others through participation in our cooperative community. We are a place where children play, parents socialize, and kids toys and outgrown clothes are swapped. Through hosting family activities, playgroups, and kids music events, we hope to foster a sense of community, trust, and well-being for all families.

Our Approach - How we get there:

Woodlawn Swap 'n Play is a place where families work together to create and promote community. In our cooperative environment, each member family has a manageable monthly task -of their choice- to help keep Woodlawn Swap 'n Play a clean, fun and friendly place for all. In our diverse group, families are encouraged connect with each other by sharing experiences, knowledge and skills to make Woodlawn Swap 'n Play a supportive and sustainable community.

Section 1 – Benefits of Membership

As a member of Woodlawn Swap 'n Play, you can take advantage of the following:

Community Play Space – The space is open from 8:00 am – 8:00 pm Monday through Saturday and 1:00 pm – 8:00 pm on Sundays. Please see section 2 for guidelines on using the space.

Swapping of Toys and Clothes – Bring clean, gently used clothing and toys to swap out for like items. All items to swap can be left at the back of the space by the clothing bins to be sorted by our clothing team. Please refrain from bringing larger items as there is limited space available. Larger items can be swapped using our Google Group or bulletin boards...more on that in Section 3. Any item that does not have a “NOT FOR SWAP” sticker can be taken in exchange for other like items. If you would like to donate something to the community space, but prefer that fellow swappers *do not* take it home, there are “NOT FOR SWAP” stickers located in the sign-in book to affix to these items.

Ages & Stages Meet-ups – There are meet-ups for various age groups, so your little ones can socialize with kids their age. See the weekly calendar for days and times.

Fun Stuff for Kids – Woodlawn Swap 'n Play offers a variety of ongoing sessions for the kids including things like craft time, story time, language classes, etc. See the weekly calendar for the up to date schedule. If there is a session you'd like to lead, let Beth know.



Upstairs Play – Weekly, the kids have access to the Village Ballroom located above Swap 'n Play to run and play. These times are also listed on the weekly calendar.

Concerts with Local Children's Musicians – Woodlawn SNP is so fortunate to have partnered with some amazing local musicians to offer concerts for the kids on a regular basis. There are weekly and monthly concerts in the Village Ballroom. We are so happy to offer your families the chance to enjoy some of the great kid's music here in Portland.

Family Dances – Once or twice a month, the Village Ballroom hosts family dances, so your family can come and spend time together dancing and laughing. There are additional fees for the Family Dances.

Creating Community – One of our main goals is to create a sense of community in our neighborhood. Woodlawn SNP provides meal trains, donates goods to those in need, partners with local schools and preschools, donates space to the Oregon Community Church for Sunday School, (which is why we open at 1:00 on Sundays), help raise funds for the Non-Profit Brew Pub going in next door. If there is a local cause or event you would like us to know about, please let Beth know.



Section 2 - Responsibilities and Guidelines

As a member of Woodlawn Swap 'n Play, we request that you adhere to the following:

Co-op Job – Swap 'n Play follows a cooperative model, so as members you will be assigned a job to help keep the swap running smoothly. These jobs range from cleaning to teaching a class to special projects. When you begin your membership, you will be contacted by our co-op job coordinator, and you will choose your job from what is available. You will be given the opportunity to switch jobs quarterly. There is a sign off sheet on the wall to mark that you have completed your job for the month.

Member Dues – Currently member dues are \$25 a month. There are a couple of ways and times that dues can be paid. There is a link to Paypal on the Swap 'n Play website, and there is a payment box at the Swap where you can pay with cash or check. Dues can be paid on a quarterly session or monthly basis. Please note that it much less administratively burdensome for us if you pay quarterly, but if this does not work for your family, paying monthly is acceptable too.

Membership – We understand that life changes, but we request that you retain your membership for at least one session. Also, we ask that you please let us know in advance if you do not wish to renew your membership. This allows us to plan ahead, and to notify families on the waiting list that there is a spot opening up.

Health & Cleanliness – These are the guidelines that we have put in place to help keep our members healthy while using our shared space. Please read carefully:

- I am responsible for washing or sanitizing my hands and my children's hands when entering. I will encourage my guests to do the same.
 - I will wash my hands after bathroom use and ensure my children do the same.
 - I will follow the same rules of day cares and schools and not come to the space or bring anyone to the space that has had a fever, is vomiting, has diarrhea, has an infectious condition, or a lot of sneezing, coughing or mucus.
 - I understand we all should be free of vomiting for at least 48 hours before returning to Swap 'n Play.
 - I understand we all should be clear of fever for at least 24 hours without the aid of fever reducing medication before returning to Swap 'n Play.
 - I understand we all should be free of illness related diarrhea for 24 hours before returning to Swap 'n Play.
 - I will remove mouthed toys from play, placing them in a dirty toy bin or washing them myself.
 - I will instruct my child to cough/sneezes into the crook of his/her elbow, towards his/her shoulder or into shirt collar.
 - I will keep my child's nose wiped.
 - I will use the diaper changing table when changing my child's diaper, wipe down surfaces, and pack out my diapers.
5. **Safety** – You are responsible for directly supervising the children you bring to Swap 'n Play. Recognize that Swap 'n Play is in no way responsible for the care your child receives here. You are responsible for informing any other caretakers of Swap 'n Play guidelines. Additionally, it is your responsibility to determine the safety and age appropriateness of the toys in the space. Toys are in used condition and are to be used at your own risk. We ask that you do not knowingly bring in toys that are broken, recalled or hazardous. There is a first aid kit located on the high shelf in the middle of the room.



Section 3 – Using the Space

When using the Woodlawn Swap 'n Play space, please follow these guidelines to ensure a clean, friendly and respectful experience for members:

Shoes – Swap 'n Play is a shoe free zone. Your shoes can be placed in the cubbies by the door.

Strollers – Strollers can be left outside on the landing by the picnic tables. If there are too many strollers inside, it becomes crowded and hazardous by the exit.

Music – There is a stereo that can be used while in the space. Feel free to bring in music to listen to as long as it is appropriate for the youngsters. There are some cd's and a fully stocked Ipod also available.

Bathroom – The key to the door that leads to the bathroom hangs on the bulletin board by the door. Do not flush anything other than toilet paper down the toilet. There is a kid's potty for use, but make sure that it is cleaned thoroughly if you use it.

Food – In an effort to keep the space clean we ask that you limit your consumption of snacks to either the table at the front or the small table by the craft area. There have been some mice in the space, so please do your part to clean up any food bits that may have fallen.

Cleaning – While we do have members that clean as their co-op job, we ask that you please clean up after your child. This includes putting toys back where they go, putting craft supplies away, either wiping or putting mouthed toys in the dirty toy bin, picking up crumbs, etc. There are cleaning supplies located on the high shelf in the middle of the room. There are trash and recycling bins near the door for disposing garbage, but keep in mind that we don't have regular pick-up. If you can pack out anything too smelly, we'd all appreciate it. Remember that you are sharing this space with 100 other families.

Respectfulness – Be mindful of your conversations while in Swap 'n Play, and keep topics and language appropriate for our young patrons. Also, please keep your cell phone conversations at a respectful level.

When you are the last one to leave the space make sure these things are done:

Turn the heater down to 50 degrees using the thermostat located by the clothing bins.

Turn off the lights.

Turn off the music and stereo.

Make sure the back door is locked and the key has been placed on the bulletin board.

Shut the door fully behind you.



Section 4 – Information Sharing

There are several ways to share information with Beth and other members:

Weekly Newsletter – Every week Beth sends out an email in newsletter format that outlines any important information meant for all members. This will have the week's upcoming events, special announcements, community events, info on classes, etc. If you would like information shared with the whole group, email Beth and she can include it in the newsletter.

Monthly Calendar – There is a monthly calendar with all the events and classes going on that month. There is a copy hanging on the front bulletin in the space, and located on the website.

Website – www.woodlawnswnplay.org. Here you can find information about Swap 'n Play, pay your member dues, find upcoming events on our calendar, food buying group info, etc. We also have a facebook page!

Google Group – Upon membership, you will be emailed a request to join the Woodlawn Swap 'n Play Google group. Membership in the group is totally optional. If you have questions, ideas, items for swap or any other info that you would like to share with members, this is the way to do it. Examples of recent topics include preschool info, bike safety, neighborhood sales, and nanny shares. This is such a great resource for those looking to involve themselves in the Swap 'n Play community.

Bulletin Boards – Located in the space, there are bulletin boards that can be used to share information. This is where you can advertise your talents, post items for swap or sale, or share information. There is also an envelope you can use to leave Beth a note.

Sign in Book – Please sign in and out when you use Swap 'n Play. This helps us make sure that the space is adequately accommodating the number of members we currently have. Also, in the sign in book you will find payment spreadsheets for the food buying groups.

