How to increase session length

To start

- Begin a discussion with centre members about the benefits of this.
- Discuss the possibility of children attending
- Take to centre meeting for further discussion.
- Agree on this and minute it at a centre meeting
- Discuss with your CA
- Please note: the maximum length of a Playcentre session is 4 hours

Things to Consider

- Are the members able to be at the centre with enough time to set up and pack up with the extended time?
- What might be the barriers around this, and can we support solutions?
- Will this impact timing for other sessions (eg Space) or centre hire agreements?
- Do you have an employee? If so, this will impact on their employment agreement.

Please note as this is employment related, these discussions and any decisions about employment must only be held by the employee's line manager. Contact your RSL who will begin a conversation with the employee.

 If relevant, consider the extra cost involved in an extension to the employee hours.

Actions to take

- Your CA will contact your RSL to advise them and complete any paperwork as required.
- Contact your RSL who will begin a conversation with the employee.
- RSL will apply for a change in licence through the local MOE.

What next

- Wait for confirmation from the RSL that the licence change has been processed and received.
- Ensure all contract changes/variations for the employee have been completed and signed off (Ask for confirmation from RSL)
- Advertise on centre
 Facebook page, door and
 other local advertising
 avenues about the license
 change.
- Alter any duty roster and make sure these have been communicated.
- Double check supervision plan and make any changes if necessary. Send to RFA.

Review

- After 1-2 terms agenda this to review the effectiveness/success of the increase.
 Things to consider:
- Is this effective?
- Is the additional funding covering the additional wage cost?
- Has the Centre been able to manage the extended hours with the duty roster?
- Have members been available to set up/pack down at these times?
- Have there been any barriers? If so what and can we provide solutions or has this been a
 great success and the centre is happy to continue.

Who:

Centre members

Who: Centre members & CA
Minute these considerations, discuss
solutions and support needed with regional
team

Who: CA

Communicates to RSL on centres behalf or Centre communicates directly to RSL

Who: RSL

Communicates to centre once everything is in place and the sessions times can increase

Who:

Centre members

