

How to run tamariki nui sessions

To start

- Begin a discussion with the centre members about the benefit/considerations of this.
- Discuss why the centre may want this. Include your Centre Advisor in the discussion.
- Agree on this and minute it at a centre meeting

Who:
Centre Members

Things to consider

- Is there enough engagement for attendance to make this viable?
 - Will it be a separate session? Some centres have a general session for 2.5 hours, then the older children stay for an extended time
 - Many of the children may be 'drop-offs'. You will require a minimum of 2 facilitators (paid or volunteer) to ensure licensing criteria and ratios are met.
 - 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.

Who:
Centre Members & CA review this

More things to consider

- Can younger children come? (if a sibling, and parent is on the duty team). If not - are there enough parents without a younger child to be on the duty team?
- Does a child need to come to another session, and how many, before starting on this session
- How will the session flow? same as other sessions, or differently?
- What are the members expectations around the sessions? What makes this unique for the Tamariki nui? Could this be used for advertising the session?
- Are there any additional resources required?
- Do you want to invite another centre/s to join with this? (their children would be enrolled at your centre. Parents would take turns on the duty team).

Who:
Centre Members & CA review this

What next

- Contact your RSL to amend licence if required.
- Ensure all contract changes/variations for the employee have been completed and signed off (ask for confirmation from RSL)
- Make a plan around what these sessions will look like, who is responsible for this and how this will work with set up/pack up and additional duties.
- Advertise the new session and send new enrolments through to RFA for processing.
- Induct any new members and support orientation of tamariki.
- Extend any contracted cleaning services.

Who:
Centre Members and RSL

Review

- After 1-2 terms, agenda this to review the effectiveness/success of the tamariki nui session.
- Is this effective?
- Is the additional funding covering the additional wage cost?/attendance
- Have members been available to cover this?
- 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/RSL