

# How to start an under 2s session

## To start

- Begin a discussion with centre members about the benefits/idea of this.
- Contact your Whānau Programme Lead to discuss potential programmes (eg Space)
- Gather information from centre members about people they know who may want to come
- Consider community consultation to assess demand.
- Centre members 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 you need an employee for this session?
- Consider your space - does this support an under 2s session? Do you need to make changes to the environment to better support this? Would an internal evaluation be useful for this?
- Is there another centre near you running under 2s sessions? Could you talk with them about their learning? Successes? Things they discovered/would have considered?
- All tamariki under 2.5 years must be supervised by their parent/caregiver.

**Who:**  
Centre members & CA review this

## Actions to take

- Contact your RSL who will begin a conversation with the employee. **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 to advise them and complete any paperwork as required. RSL will apply for a change in licence through the local MOE.
- Create a new supervision plan to include the extra session and ensure supervision requirements are being met.

**Who:**  
**CA** Communicates to RSL on centres behalf or Centre communicates directly to RSL

## What next

- Advertise in the community in as many possible ways.
- Contact community groups involved with young children and let them know of this new initiative to promote.
- Plan for the induction of new members. If the main lot of members attending this session are new to Playcentre plan for group induction. Consider are they full members of the Playcentre needing to come to meetings, able to do education? Hold these discussions with the new members before commencement if so.
- Contact the Playcentre PLD Team to tap into possible professional development about running these sessions

**Who:**  
Centre Members and RSL

## Review

- After 1-2 terms, agenda this to review the effectiveness/success of the under 2s session.
- Is this effective?
- Is the additional funding covering the additional wage cost?/attendance
- Has the Centre been able to manage the extra session with the duty roster?
- 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 and RSL