

Definition references for Playcentre Aotearoa's Policies & Procedures

Providing context and clarity of common frames of reference made throughout our Policy and Procedures

Us

Playcentre Aotearoa/Playcentre/we and our: Our amalgamated organisation that is Playcentre's presence in New Zealand and is the combination of all of our Centres, enrolled tamariki and whānau members, National and Regional Teams and the Trustee Board. Existing as a licensed early childhood education service, a Charitable trust and registered charity, an NZQA registered provider, children's advocate, and community of families.

Our People

Tamariki/children: Our enrolment age is from birth to six years old, with tamariki attending up to five half day sessions per week, and tamariki under 2.5 years attending with a caregiver.

Whānau/family/parents/Centre members: Parents, families and caregivers of our enrolled tamariki. Whānau involved in the running of their Centre are also known as our **Centre members**. They enrol in our Playcentre Education Programmes, and qualify and take up roles of regular primary responsibility for the education and care of our tamariki. They may also take up leadership responsibilities in our Centres and in our governance structures.

Volunteers: All others who kindly volunteer their time and services to Playcentre and our purpose, unpaid. We recognise their service with the greatest of appreciation always. Any koha or gifts of appreciation are non-monetary and not expected.

Employees: Those recruited into paid positions for Playcentre Aotearoa where an employment agreement sets out the terms and conditions of our employee and employer relationship. Employee roles can be found in Centres, our Regional and National Teams.

Our Operational Structures

Our communities/Centres: Located in most New Zealand communities, individually licensed, and locally operated by a co-operative of Playcentre families, and in some cases, paid Playcentre Aotearoa employees. Centres directly deliver our early childhood education services according to our Playcentre Aotearoa philosophy, curriculum and operating policies, procedures and practices. From time to time Centres will come together to share good practices and support each other as organised regionally or in local Clusters. Each Centre is part of a Region and has a **Centre President or equivalent** who can represent the Centre as required, and who, together with other **office holder** roles, ensures a Centre operates effectively. Centres make decisions based upon consensus.

Sessions: Centres deliver our early childhood education services through half-day sessions where up to thirty tamariki at a time play in groups, under an approved supervision plan and maintaining a ratio of at least one adult for every five tamariki on session. "**Persons responsible**" are those with the designated qualifications who have additional leadership responsibilities on session.



Regional Teams: Local to a regional group of Centres for the purpose of providing local hands-on support for Centres in implementing and maintaining services and operational requirements. Reporting into the National Team.

National Team: A central team of roles and responsibilities in place to establish and oversee nationally applicable structures ensuring operational care of our people, assets and legal expectations. Lead by a General Manager who reports into the Trustee Board.

Our Governance Structures

Trustee Board: The guardians of Playcentre Aotearoa's philosophy. Duties and powers include setting our strategic direction and governing the delivery of services we provide. The Board is made up of 3-5 representatives from each of the Houses, including the Co-Presidents of both Houses and reports to the General Meetings.

Houses: To provide cultural consideration of Playcentre Aotearoa matters in accordance with respective customs, traditions and ways of each culture, we have a house system for representation and consultation before coming together to progress decision-making as one. Our two houses are known as Te Whare Tikanga Māori, our Tangata Whenua House and Tangata Tiriti House, for all other cultures represented in our Playcentre communities.

Clusters: Local groups of Centres formed to collaborate and support each other operationally, and to consult on governance matters, providing Centre views into Tangata Tiriti.

Rōpū Māori: Local groups of whānau Māori members who are recognised by Te Whare Tikanga Māori. Rōpū Māori provides a forum to support whānau Māori within Playcentre and consult on governance matters providing Te Ao Māori views into Te Whare Tikanga Māori.

Our Environments/Spaces

The various workspaces, playspaces, premises, and facilities where Playcentre run sessions and in general, regularly operate. These are the areas we want to keep safe and fit for purpose.

Our National Framework

Playcentre Aotearoa's over-arching framework of our Constitution, philosophy, and policies as well as governing legislation, education regulations and licensing criteria will be applied in all Playcentre environments for consistency and common understanding and to meet compliance requirements. All locally developed Centre, Cluster or regional practices will refer to and align with Playcentre Aotearoa's over-arching framework.

