_____ Playcentre Enrolment and Attendance

Centre Practice: Non-enrolled tamariki at Playcentre

General considerations

It is recommended that decisions/discussions are recorded here so new whānau can understand this practice.	***Shaded cells must be completed***

Practice endorsed by Centre Advisor / date:	

Name of centre:	
How to manage numbers to not exceed the maximum number of tamariki allowed as per the licence, with preference given to funded enrolled tamariki	Total number of tamariki permitted on licence:
That numbers do not exceed the occupant load specified on a Compliance Schedule and fire evacuation plans	Total number of occupants specified on Compliance Schedule and fire evacuation plans:
When parents of currently enrolled tamariki decided on this practice	Date of centre meeting:
Reviewing the Centre Practice every year or when necessary	Review added to annual plan: Next review date:
How will child and adult safety be managed including that of the visiting adult and child?	
How will visiting tamariki not impede the education and care of the tamariki enrolled and attending?	

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How will the rights of the enrolled tamariki be supported • To learn through play without disruption • To be safe both physically and emotionally	
Does the parent/caregiver understand they have responsibility for the care and wellbeing of their school-aged tamariki?	
What is the plan if a school-aged child's attendance becomes an issue / less than positive?	
Who will act / what will happen if a school-aged child disturbs an enrolled child's learning/play?	
Who will act / what will happen if an enrolled child disturbs a school-aged child's learning/play? (especially if the older child wishes to work individually)	
What is the optimal number of school-aged tamariki on session, for your centre, considering the numbers and ages of all enrolled tamariki?	
How to include an explanation about school-aged tamariki on session in information packs for prospective/new parents	
What are the expectations of the parent/caregiver of school-aged tamariki (extra responsibilities, higher fees/donation - to cover materials used)?	
What safeguards need to be put in place, to ensure safety for all tamariki (especially in the outside play area)? eg an eight-year-old will play with equipment quite differently from a 3 year old.	
How will you ensure the health and safety of ALL (adults and tamariki) who attend this Playcentre?	

How will emergency drills (or real emergencies) be impacted with older tamariki?	
How will the use of equipment be managed (the equipment has been provided for young tamariki, and older tamariki may use it in different ways; consumable materials may need replenishing more often)	
How will group experiences be managed - with extra numbers of tamariki?	
How will clean-up be managed (eg if older tamariki have arranged a lot of equipment? If older tamariki don't wish to be involved in the end-of-session activity?)	

Further considerations for when non-enrolled when school-aged tamariki attend occasionally (eg teacher only day)

What is our center's optimal number of school-aged tamariki on session, considering the numbers and ages of all enrolled tamariki?	
What are the expectations of the parent/caregiver of school-aged tamariki (extra responsibilities, higher fees/donation - to cover materials used)?	
What are the expectations of the Supervision team (involving child during the session - morning tea table, play)?	
What are the expectations of the child (eg: being able to read undisturbed in an area of the centre; being involved as a leader with the younger tamariki)	
Who will write the plan for each 'occasional day'? Including things such as:	

• Setting up a register for school-aged tamariki (done prior to the day so acceptable numbers can be maintained) • Working out which adult/s will have a focus of the older tamariki • An overall idea for how the session will run • Group activities that will be offered • Equipment that will / will not be available • Morning tea seating arrangement	

Further considerations for when non-enrolled school-aged tamariki attend regularly

What is our center's optimal number of school-aged tamariki on session, considering the numbers and ages of all enrolled tamariki?	
What are the expectations of the parent/caregiver of school-aged tamariki (extra responsibilities, higher fees/donation - to cover materials used)?	
What are the expectations of the Supervision team (involving child during the session - morning tea table, play?	
What are the expectations of the visiting child?	-
What extra supplies - for play, for emergencies, for relaxing, may be needed?	