

Tips for centres hosting on-session workshops

Playcentre has a rich history of adult education from its earliest days, and adult education remains a key part of the Playcentre experience. Whānau have the opportunity to participate in workshops through the Playcentre Introductory Award (PIA) and the NZ Certificate of Early Childhood Education and Care (Level 4)

Is an on-session workshop the best option?

The typical Playcentre session buzzes with noise, energy, laughter and glorious messy play. These are the opposite characteristics for a calm workshop setting where parents and whānau can focus and learn! That said, sometimes on-session is the only time parents or facilitators/CAs are available due to work commitments or lack of childcare. Here are some things to consider:

- Could another time be more suitable? Consider after session, a day the centre doesn't normally open, late afternoon, evenings or weekends.
- The size and acoustics of the centre. If it is loud and the noise is inescapable, could another local centre host the workshop?
- Some topics work better than others on-session: messy play, music, physically active play, sand, water... Other topics can be more challenging, e.g.: carpentry, fire, loose parts play...

If on-session IS the best option, here are some things to consider:

Planning the workshop

- Keep in mind that toddlers and older tamariki should be in the care of a supervision team so parents can focus on their own learning.
- Will there be enough kaiako available not attending the workshop to cover supervision of tamariki? Can any grandparents, partners, other caregivers come along to lend a hand?
- Does everyone know in advance who is on supervision and who is attending the workshop?
- What session day is best for people who would like to attend the workshop to attend?
- Are adults from other Playcentres welcome to attend?
- Do you have space for tamariki from other Playcentres or different session days to attend?
- Is there any important information to communicate with the facilitator or others attending? E.g. food allergies on session.



Supporting tamariki

NAME: _____

Before the workshop starts, ask whānau to:

- Put name tags (child AND parent's name) on all tamariki.
- Label lunchboxes and drink bottles and pre-open any tricky packaging.
- Share any special tips for settling children and perhaps set up a favourite play experience.

Pēpi will often stay with their parents. Have some quiet baby toys/resources on hand.

Workshop placement

- Enough space to sit in a small circle
- Set up in a quiet space away from the 'traffic' of the session
- Consider a quiet corner/nook, office space (if large enough), outside on the verandah, under a gazebo...
- Tamariki should be able to access their parents
- Have some adult-sized seating available. Ground cushions are also great
- Set up away from noisy resources, or move them to another location
- An easel or whiteboard is handy for the facilitator to display posters.

When they can, facilitators will choose hands-on play experiences so tamariki can join in.



Break or no break?

- Most workshops will stop halfway for a break to refuel and check-in with children.
- Sometimes in on-session workshops, it is best to keep going if things are calm and to break when multiple parents have been pulled away from the workshop space.

Clean up

- Encourage workshop participants to be involved with clean up if they are able.
- A parent from another centre may be able to help in another way if they don't know where equipment goes, such as reading books to a group of children or supervising tamariki eating.

