

How to start an extra session

To start

- Begin a discussion with centre members about the benefits of this.
- Discuss the possibility of children attending an extra session, without the parent (if parents can't commit to being present for another session)
- Do a financial overview to ensure affordability – your CA/RSL can help with this
- Take to a centre meeting for further discussion.
- Agree on this and minute it at a centre meeting
- Discuss with your CA

Who:
Centre Members

Things to consider

- Are the members able to commit to attending these days, is there enough engagement for attendance to make this viable?
- Review your centre drop off practice, is this something your centre currently allows, could this be considered? This could support additional attendance.
- Will you need an employee for this session? If so, contact your RSL who can advertise for a new employee, or they will discuss with existing employee
- Consider the extra cost involved in additional employment.

Who:
Centre members & CA review this

Actions to take

- Contact your RSL to handle conversations with current employees. **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.

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

What next

- Wait for confirmation from the RSL that the licence change has been processed and received.
- Ensure all contract changes/variations for the employee have been completed and signed off (Ask for confirmation from RSL)
- Advertise on centre Facebook page, door and other local advertising avenues about the licence change.
- Alter any duty roster and make sure these have been communicated.
- Double check supervision plan and make any changes if necessary
- Extend any contracted cleaning services.

Who:
Centre Members and RSL

Review

- After 1-2 terms, agenda this to review the effectiveness/success of the extra 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.
- Has 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