

To: Education Officers, Centre Secretaries  
Centre Rosters Officers, Centre Bulk Funding Officer  
Centre Noticeboard

The following requirements apply to licenced Playcentre sessions:

**Duty Team:**

- **Every parent must have completed or be working on Course One – Introducing Playcentre.**
- **One member of the duty team for each session must hold a current 1<sup>ST</sup> Aid Certificate**
- **At least one person in the duty team and on session must hold a minimum training level of Course Three Certificate.**
- **There must always be 2 adults on duty with the children at the Centre – preferably 3 adults.**

**Minimum Training Requirements to hold a session:**

<b>1 x Course 3 + 1 x Course 2 + 1 x Course 1</b>	This allows a ratio of 1 adult to 3 children
<b><u>or</u> 2 x Course 3</b>	This allows a ratio of 1 adult to 4 children
<b><u>or</u> 1 x Course 4 + 1 x Course 1</b>	This allows a ratio of 1 adult to 4 children
<b><u>or</u> 1 x either Course 5 Course 6 Playcentre National Certificate NZ Playcentre Federation Association Certificate NZ Playcentre Federation Certificate + 1 x Course 1</b>	This allows a ratio of 1 adult to 5 children

**These minimum training requirements apply regardless of the number of children attending a session. Minimum ratio 1:5**

**A term dispensation of 1:4 ratio using 1x C3 + 2x C2 (and a First Aid trained member) may be applied by consensus of the Playcentre members.**

**The number of children attending the session (enrolled + visitors) must not exceed 30 or the maximum number allowed at the session under the terms of the Centre licence.**

**Centres hold sessional licences. For information regarding children's attendance, please refer to the regulations your centre is licensed under.**

Bulk Funding will only be approved for those sessions meeting these requirements and ratios.

- *Please note – every adult attending session must be recorded on the register.*

For further information, refer to Licensing & Supervision Requirements (Section 3.2 Centre Operations Manual)

If you have any questions, please contact –

Training Education Team Support Person.

Bulk Funding & Rosters Association Licensee or Bulk Funding Co-ordinator

Policy Accepted: Association Meeting, 23 May 2016.

Review Date: 2019

