

TE RAKI PAE WHENUA  
NORTH SHORE PLAYCENTRE ASSOCIATION

**1:4 RATIO DISPENSATION PROCEDURE**  
**Procedure to apply a 1:4 ratio with 1x Course 3 and 2x Course 2 trained members**

WORKING DRAFT 1 November 2012

**DISPENSATION DURATION**

The dispensation shall apply for a maximum of one term, at the end of this time, if the dispensation is still required the procedure must be followed.

**SUGGESTED SITUATIONS FOR USE**

Serious illness affecting a Course 3 or their family

Maternity leave

Lack of Course 3's in a situation where the centre/session has a high ratio of experienced members training towards Course 3

Big kids club

General illness

Small sessions – 20 or less children

Centre with small grounds under X??m<sup>2</sup>

Centre with limited hazards

C3 absent due to illness, holiday or any other reason

**PROCEDURE**

1. The Centre is to seek advice from their Field Officer and/or an impartial member of the Management Team when considering to use this dispensation.
2. Notice of the dispensation is to be included on the monthly centre meeting agenda.
3. The Centre is should use a neutral facilitator for the discussion to aid the consensus process e.g Field Officer. The Centre must reach consensus to approve the dispensation.
4. At the meeting centres members should take into account the following considerations;
  - There are enough stay and play parents on session to informally make up a 1:3 ratio or the availability of a C2 who has been at centre for longer than 2 years, or a member who has an early childhood or teaching qualification.
  - The availability of a C3 who has been a C3 for at least a year, has been at Playcentre for at least 3 years and their children are independent and over the age of 2.5 years.
  - How many members on the duty team? (based on # children)
  - How will the duty team spread around the centre?
  - How will you deal with high supervision like swings, carpentry, water?
  - Will trainees, new members, and visitors be catered for on this session? If yes then by whom?
  - How experienced in the duty team? Do they do well as a group, is your C3 refreshed and energised about Playcentre, are the C2's confident in play and behaviour management? Do you have people who can play with and extend four year olds?
  - How many stay-and-play parents are attending the session - are they supportive of the duty team?
  - How will the duty team be supported in clean up?
  - How will the centre ensure that centres continue to actively train in Course 3 for the duration of the dispensation?
5. The centre's decision and any agreed action to be taken must be included in the minutes of the monthly centre meeting.
6. A copy of the centre minutes showing the agreement of the centre must be forward to NSPA HQ.
7. North Shore Playcentre Associations Dispute resolution Policy will be followed should a dispute arise in regard to this dispensation.
8. A centre not choosing to use this dispensation will not be disadvantaged in their applications for Centre License Support.