# Sample run-sheets

1. Centre visit during operating hours

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| **Time** | **Activity** | **Opportunities** |
| 10.00 am | * MP arrives at the service and is greeted by the service manager * Sign-in and any relevant housekeeping matters | * Service manager provides overview of service—number of families, children and educators |
| 10.05 am–10.30 am | * Service manager escorts MP on a walk-through of the service | * Discuss play and learning, planning and the role of educators |
| 10.30 am–10.45 am | * MP engages in a play-based experiences with children | * Photos of children’s engagement with MP |
| 10.45 am–11.00 am | * MP meets with service manager and educator(s) to discuss the importance of early learning | * Share key issues—concerns and achievements—with the MP |
| 11.00 am | * MP departs the service |  |

2. Network meeting: Evening gathering of local MP and educators from a number of services

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| **Time** | **Activity** | **Opportunities** |
| 6.00 pm–6:05 pm | * MP arrives at host service and is greeted by the organiser * Sign-in and any relevant housekeeping matters |  |
| 6.05 pm–6.45 pm | * MP meets with educators and shares views on importance of early learning * Q&A session * Educators share their experiences, issues and achievements as well as information about Early Learning Matters Week | * Discuss play and learning, planning and the role of educators * Share key issues—concerns and achievements—with the MP |
| 6.45 pm–7.00 pm | * Wrap-up and discussion about other opportunities | * Build relationship and ask for the MP’s support on key issues |
| 7.00 pm | * Network meeting ends |  |