# 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 COVID-prevention steps
 | * 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
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| 11.00 am | * MP departs the service
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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 COVID-prevention steps
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| 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
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| 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
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| 7.00 pm  | * Network meeting ends
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