

PLAY THERAPY

start up checklist

now

- Business Plan (keep it simple - 3-5 short term goals & 3 long term goals)
- WWCC/Blue Card - state based, if you are working across borders make sure you have both
- NDIS clearance, if applicable
- Workcover insurance, if applicable
- ABN (ATO) or ACN (ASIC)
- Registered Play Therapist/RPT™ registration (PACFA, APTA, APPTA, PTPA)
- Public Liability Insurance (AON, PACFA etc.)
- Building & contents insurance, if applicable
- Materials and toys (consider playroom size, mobile PT kit, other modalities trained & the materials for each, other users of the space, storage etc.)
- Business banking (remember set an account aside with \$\$ for tax time!)
- Clinical supervision (ensure meets your registration body's Registered Play Therapist-Supervisor requirements)
- Personal Therapy, plan & set up your support network, be mindful of transference. Starting a business is stressful!
- Choose logo / branding colours / font
- Client Management System (Splose, Halaxy, Powerdiary, JaneApp etc.)
- Potential clients and stakeholders (canvas, promote, reach out to established contacts etc.)
- Website (GoDaddy, Canva, Wix etc.) with direct booking button

soon

- Service Agreement, notes & report templates
- Service list (What services or modalities are you offering? What are you going to charge? Who are your client & funding agency targets?)
- Site assessment (safety & security, no interruptions/tripping/sharp corner hazards during big play, waiting room suitability & toys, no echoes/loud floor surfaces, in a school - session confidentiality, no access during the session etc.)
- Invoicing software (Xero, Paypal, Stripe, Hnry etc.)
- Finance software if separate to invoicing software (Xero, MYOB etc.)
- Register Child Safe Environment Policy with DHS (South Aust. within 6 months, applies to org's & sole traders)
- Social media (Instagram, Facebook, LinkedIn etc.)

later

- Content creator (Canva, Asana, Facebook Business Suite etc.)
- Policies (consider a live document, continue to develop your policies as you grow. Trainual, Connecteam, Google Forms, etc.)
- OHS/WHS & risk management, reporting hazards procedure
- Engage admin, virtual assistant or schedule time to do your admin (usually minimum 1 day/week)
- Engage accountant, register for GST (if you're estimated to make over \$75,000/year)

*Please note this document is a general overview of Play Therapy business needs. This document is not business advice. Every business is specific to its needs & you should seek individual advice.
5/9/2024

