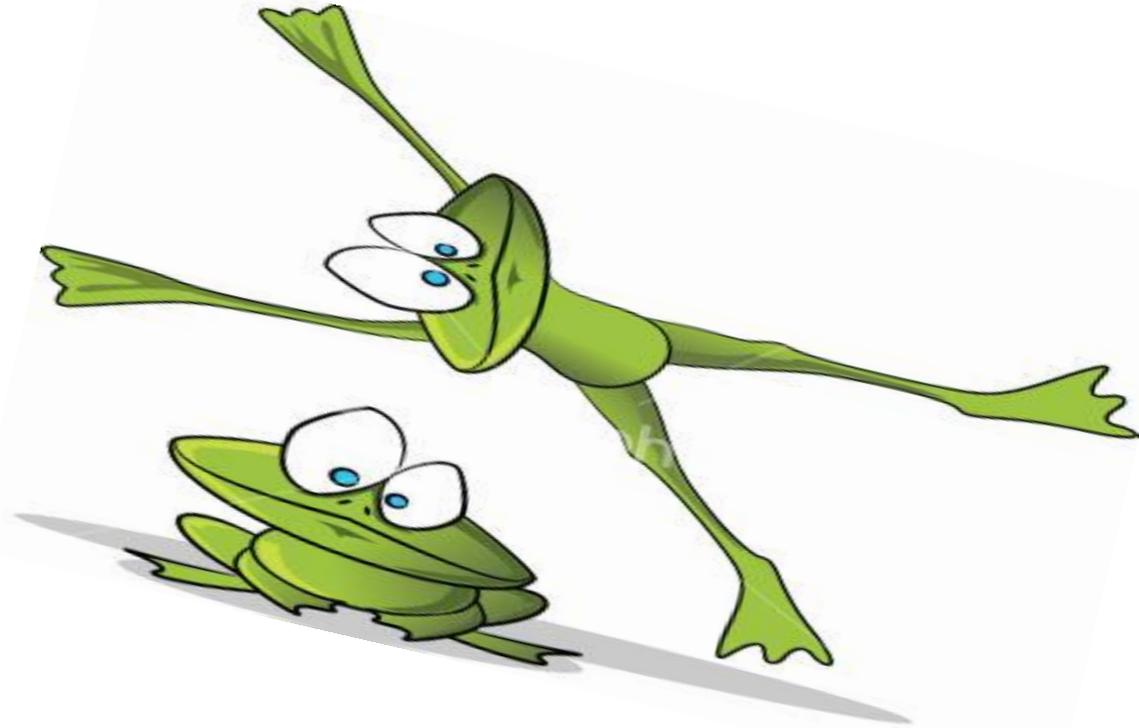


# Tadpole Information Book



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## WELCOME TO OUR ROOM

We would like to welcome you to The Tadpole Room, this booklet has been produced to provide you with more comprehensive information about the room and its functions and to assist in a smooth transition for you and your toddler into our service. We have 15 toddlers in the room each day, our room is designed to cater for the needs of children aged 2 years of age.

The ratio in our room is set to DECS regulations (1:5) which provides your toddler with quality care and interactions, and thus more opportunities to develop strong attachments to caregivers, which is of high importance to us at Play Learn and Grow

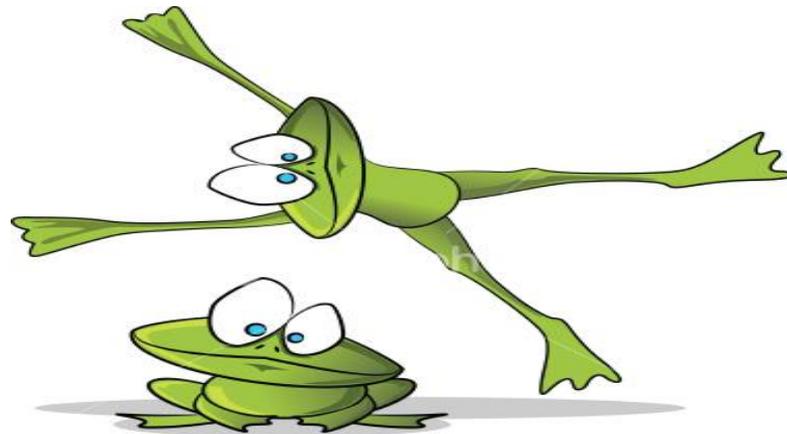
## EDUCATORS IN ROOM

There are four full time educators in the Tadpole Room, so at all times in the day there are three staff (which is guided by DECS regulation on ratios of 1:5 in the 2year- old room).

There are four shifts in the room, these shifts are staggered throughout the morning to ensure that at all times of the day we can provide high quality care for your toddler

## Routines

We follow a Summer and Winter Routine; however, we are very flexible within the room, following current interests, weather conditions and needs of the children



## **PARTNERSHIPS WITH FAMILY**

Play Learn and Grow is a community where we encourage positive and expressive relationships among staff, children and families, where all are welcomed to be contributors to and participate within the learning environment and curriculum.

To achieve this, we encourage parents and families to be active participants in our centre and our room. The 'Hub' is where you will find our sign in book and the Reflective Learning Journal, where you can read about your child's day.

This area is designed to be all about your toddler and their families. We encourage partnerships with families, so throughout the year, you will be asked to fill out information on your child, provide photos and be encourage to participate in family events.

## **REMINDERS FOR YOU**

Remember to sign your child in and out of the centre each day. It is important for the safety of your child in the case of an emergency, such as a centre evacuation, and for your records of attendance. A \$2 fee is levied to your account on each occasion you forget to sign them in or out.

If someone else is collecting your child on any given day, this must be communicated to staff in the morning and noted by you on the sign in sheets. Please let that person know they may be asked to show photo ID for verification upon their arrival to the centre. Upon picking up your baby, a daily record of information regarding what your baby has eaten, their sleep/rest information and possible incident reports can be viewed next to the sign in/out sheets.

Your toddler will also be allocated their own locker for their bag and any other items they require throughout the day. Please remember to take all your toddlers belongings home including their art works that may be placed in their lockers from time to time.

Thank You

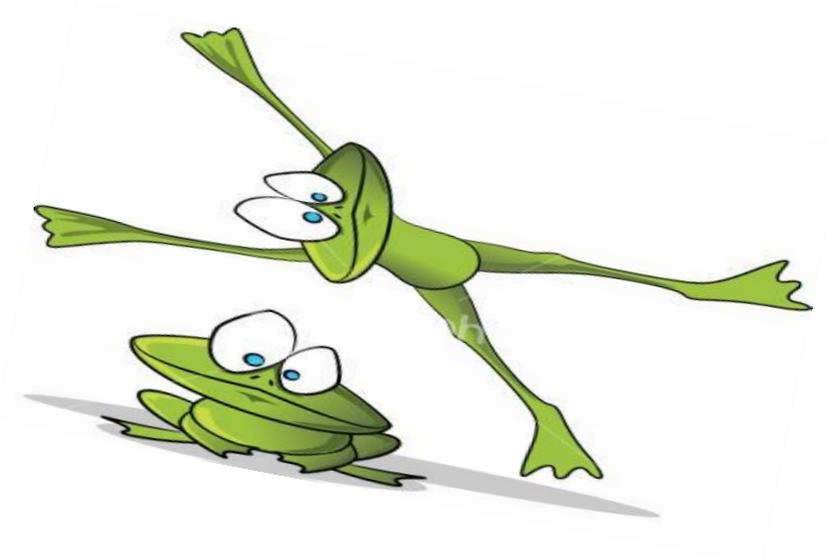
## COMMUNICATION

We love to have a chat with you about your toddler's day and encourage families to communicate with us about their child's learning and development daily. We understand however that we are all busy and are very dedicated workers and sometimes may not have the time to stop by and have a chat. In light of this we have developed other systems for you to gather information about your toddler's day.

A Learning Journal which will be on display in the room for you to come and view. This Journal will house, Journal Entries, any new songs or games we have been using in the program, and family contributions. There will be something 'new' in this Journal every day, based on interests and needs of the children.

This is an amazing tool for families to gain more of a holistic look at what learning and problem solving goes on, on a daily basis and to make connections between what is happening in the program and how it is being translated into the children's play.

We do love to chat and fill you in on your toddler's day, so please do not hesitate to come say hello, or call us at any time throughout the day.



## OUR CURRICULUM

We follow The Early Years Learning Framework of Australia; the Framework forms the foundation for ensuring that children in early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language, social and emotional development. The Framework has been designed for educators to work in partnership with families, who are children's first and most influential educators.

We are guided by the Framework to reinforce in our daily practice the principles laid out in the United Nations Convention on the Rights of the Child.

That all children have the right to an education that lays the foundation for the rest of their lives, maximizes their ability, and respects their family, cultural and other identities and languages. The convention also recognises children's right to play and be active participants in all matters affecting their lives.

There are five outcomes in the Early Years Framework of Australia

**Outcome 1** – *Toddlers have a Strong Sense of identity*

**Outcome 2** - *Toddlers are Connected with and Contribute to their World*

**Outcome 3** - *Toddlers have a Strong Sense of Well-being*

**Outcome 4** – *Toddlers are Confident and Involved Learners*

**Outcome 5** – *Toddlers are Effective Communicators*

Our room and environment are designed for interest/ play based learning, so we strive to follow the toddler's current interests and passions as much as we can. From these interests we create planned and spontaneous learning environments that invite the toddlers to play, learn and challenge themselves.

We reflect and discuss these interests and ideas and possible emerging interests, we then devise our next curriculum on all of these outcomes, so we can continue to create learning environments that best enhances the environment for all of our toddlers, which extend on their interests and support development.

The Learning Curriculum is displayed in our room and we strongly encourage families to give their feedback and input into our curriculum.

## OUR EXPERIENCES

The Tadpoles have two planned group-time experiences each day, this is where the toddlers are encouraged to actively participate as part of a group.

These experiences involve music and movement, language and early literacy and action / circle games. All children are provided with individual experiences determined by observations and based on children's interests and developmental requirements. We also enjoy many spontaneous experiences throughout the day as well.

## DEVELOPMENTAL RECORDS

Each child will have their own ***Belonging, Being and Becoming*** Portfolio, a story of their time at Play Learn and Grow, a story of building attachments, making friendships, learning through play, discovering, exploring, investigating and growing.

This will be displayed through photos, videos, drawings, observations, jottings and learning stories.

## MEALTIMES

We recognise the importance of healthy eating to the growth and development of young children and we are committed to supporting the healthy food and drink choices of children in our care.

We provide all meals, this includes breakfast (served until 8am) Morning Tea, Lunch, Afternoon Tea and Late Afternoon Tea.

**NO PEANUT OR NUT PRODUCTS ALLOWED IN THE SERVICE DUE TO SEVERE ANAPHYLAXIS WITHIN THE SERVICE.**

## REST / SLEEP TIME

All of the toddlers, are provided with a rest/sleep period during the day. After lunch, the toddlers are encouraged to lay on their beds and rest. We do not expect the toddlers to sleep and stress that this is not necessarily a 'sleep' time. It is an opportunity for the toddlers to recharge their batteries, and rest their little bodies to prepare for the afternoon

You will need to provide your own sheets for your child, we find cot sheet set fit the beds perfectly, if your child has anything extra they like to rest with like a comforter, bottle, dummy, blanky etc. please bring them along too.

## WHAT YOUR TODDLER NEEDS TO BRING

- A broad brimmed bucket style or legionnaire style hat
- Cot sheets for rest period
- Rash shirt for water play and mud play-we love **MESSY PLAY**
- 2-3 full sets of a change of clothes including socks, if your toddler is toilet training, remember to send lots of spare undies and clothes
- We get very messy playing, so please don't send your toddler in clothes that you don't want to get paint, dirt on.
- T-shirts and dresses must have sleeves in accordance with sun safety policy, and please remember to pack clothes for all seasons

### **Please remember to label EVERYTHING**

Throughout the year we encourage the toddlers to start looking after and recognise their own belongings, this is to build the self-help skills and independence they need to move through life with.

**We provide, nappies and sun cream. If for any reason you have your own preference for any of these items, then we kindly ask you to provide these items.**

## CONCLUSION

We strive to create a warm, friendly, caring, engaging and inviting environment, one where your toddler feels safe to explore and discover new challenges. Over the year you will see the environment change from time to time, the changes we do implement are based on your toddler's interests, and to encourage and develop new skills and learning.

We believe that child care environments should be homelike and comfortable so that toddlers can feel safe, secure and supported, and most important that the room invokes a sense of belonging to the toddlers.

Current leading practices promote home-like, natural, open-ended environments that encourage exploration, investigation and stimulation.

In thinking about how toddlers learn, and what environment is the most conducive to effective, meaningful and purposeful learning, we are providing, natural, open ended experiences (as well as age appropriate toys) to enhance your toddler's optimum opportunities to develop in all areas. Along with beautiful inclusions such as mood music, mood lighting, and loving and nurturing care, we are hoping to provide your toddler with successful early starts to their learning.

We also endeavour to teach the toddlers to learn to respect their environment, equipment, their peers and educators. We do this by having a positive approach to toddlers and their learning, recognising that all toddlers are individuals and each toddler has different learning styles.

We use strategies such as role modelling positive behaviour, discussions with the toddlers throughout the day and encouraging toddlers to express their ideas thoughts and feelings.

.Please do not hesitate to ask us any questions in the lead up to your toddler starting in the Tadpole Room. We are very excited at the prospect of getting to know you and your toddler and watching them grow throughout the year...

## TADPOLES Winter Routine

### **7.00- 8.00**

Family Grouping in the Tadpole Room-Breakfast is served until 8.00am

### **8.00 -10.00**

Indoor free / interested based playtime toddlers are offered a variety of activities and learning areas to explore.

### **9.30am**

#### **Group Time**

Music/Literacy

### **9.40am**

#### **Morning Tea**

### **10.00-11.15**

Free/ Interest based playtime outside toddlers are offered a variety of activities and learning areas to explore.

### **11.30-11.45**

Group Times

Toddlers are split into two groups according to age for a group time experience.

### **11.45pm**

Lunch

### **12.15-2.00**

Rest Time

Toddlers are encouraged to rest on their beds.

### **2.00-3.00**

Toddlers begin to wake, to engage in quiet activities

### **2.30**

Group experience

### **2.45 pm**

Afternoon Tea

### **3.00-4.30**

Outdoor free playtime

### **4.30pm-6.00pm**

Family Group in Tadpole Room

*Please remember that our routine is flexible, and may be changed at times, due to spontaneous experiences, children's interests and at times due to weather conditions.*

## TADPOLE Summer Routine

### **7.00 -8.00**

Family Group in the Tadpole Room-Breakfast is served until 8.00am

### **8.00 -10.00**

Outdoor free / Interest based playtime-sandpit, mud pit, bikes, etc.

### **Morning Tea**

(Progressive)

### **9.30am**

### **10.00-11.15**

### **Morning Meeting**

Free / Interested based playtime inside, toddlers are offered a variety of activities and learning areas to explore.

### **Group Experiences**

### **11.30-11.45**

Toddlers are split into two groups depending on age for a group time experience.

### **11.45**

Lunch

### **12.15-2.00**

Rest Time

Toddlers are encouraged to rest on their beds.

### **2.00-3.00**

Toddlers begin to wake, to engage in quiet activities

### **2.30**

Group experience

### **2.45 pm**

Afternoon Tea

### **3.00-4.30**

Outdoor free playtime

### **4.30-6.00**

Family Group Indoor /Outdoor

*Please remember that our routine is flexible, and may be changed at times, due to spontaneous experiences, children's interests and at times due to weather conditions.*