

BUMBLE Bees

INFORMATION BOOK



**Play Learn and Grow Early Education
Centre**

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WELCOME TO OUR ROOM

We would like to welcome you to The Bumblebee 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 child into our service. We have 20 children in the room each day, our room is designed to cater for the needs of children aged 3-4 years of age.

The ratio in our room is set to DECS regulations (1:10) which provides your child 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 three educators each day in The Bumblebee Room, so at all times in the day there are at least two staff (which is guided by DECS regulation on ratios of 1:10 in the 3-5 years).

There are three 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 child.

BUMBLEBEE EDUCATORS 2022	
Casey Head	Early Childhood Educator <i>Diploma in Children's Service</i>
Meredith Whiteside	Early Childhood Educator <i>Bachelor's in early childhood education</i>
Nicole Morris	Early Childhood Educator <i>Bachelor's in early childhood education</i>
Odessa Koutroumbis	Early Childhood Educator <i>Diploma in Children's Services</i>



ROUTINES

We have a set routine each day where children can comfortably engage in play-based activities and experiences across a range of learning areas.

We have a 'Summer' and 'Winter' routine, with flexibility between transitional months.

The daily routine provides opportunities for children to make choices about experiences and equipment, to engage with the indoor and outdoor environment and to explore and work independently or engage socially with others, developing their friendships as well as language and communication skills.

The routine encourages children to develop self-help skills, gain confidence in their abilities and to take responsibility for their actions within the environment. Our daily routines provide consistency and stability for children, so they can feel safe and secure in their surroundings. At times, activities may change in order or time, due to weather conditions, spontaneous experiences and emerging interests, excursions and other special events.

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.

We encourage partnerships with families, so throughout the year, you will be asked to fill out information on your child, provide photos and be encouraged 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. 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 child 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 child's belongings home including their art works that may be placed in their lockers from time to time.

Thank You

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 - Children have a Strong Sense of identity

Outcome 2 - Children are Connected with and Contribute to their World

Outcome 3 - Children have a Strong Sense of Well-being

Outcome 4 - Children are Confident and Involved Learners

Outcome 5 - Children are Effective Communicators

Our room and environment are designed for interest/ play based learning, so we strive to follow the child's current interests and passions as much as we can. From these interests we create planned and spontaneous learning environments that invite the children 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 children, 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 Bumblebees have two planned group time experiences each day, this is where the children 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 through our Xplor App.

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 8.00am) 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 children, are provided with a rest/sleep period during the day. After lunch, the children are encouraged to lay on their beds and rest. We do not expect the children to sleep and stress that this is not necessarily a 'sleep' time. It is an opportunity for the children 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 CHILD 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 child is toilet training, remember to send lots of spare undies and clothes
- We get very messy playing, so please don't send your child 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

We encourage the children to look after and recognising their own belongings, this is to build their 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 child feels safe to explore and discover new challenges. The learning environment is carefully designed to support and accommodate every child's developmental needs, where children can become independent and confident learners.

The environment and program draws from the very best early childhood teaching theories and practices from around the world with emphasis on the Early Years Learning Framework and the Principles of ***Belonging, Being and Becoming***.

We encourage and support the theory that Children Learn Through Play, this will be promoted in our Play Based Learning Curriculums, through play children learn to discover, create, imagine, improvise, challenge themselves. Play provides a



supportive environment where children can ask questions, solve problems and engage in critical thinking.

Reflective planning allows the opportunity for both intentional teaching and spontaneous play ensuring that children are successful, competent and capable learners who have a clear understanding and connection to their sense of self, the community and the world around them. Play Learn and Grow Early Education Centre provides learning opportunities that build upon each child's strengths while challenging them to explore their potential. Children are encouraged to ask questions as they build an understanding of the world, and their place in it, while learning to live and play happily and purposefully with others.

We act as an extension of home and provide an environment where children feel loved, accepted and secure, as well as being a place where children are encouraged to achieve their best socially, emotionally and academically. We have a moral and social obligation to the children, their families and the greater community to provide the children with a core foundation that will support them through life to become active members of the community.

Play Learn and Grow Early Education Centre fosters strong home -school partnerships, creating a smooth and caring transition from home to the service. Parent participation is encouraged, and educators work in partnership with parents in optimising the learning of each child. We place great value on developing strong links between home and school. At all times we strive hard to develop partnerships based on mutual understandings, mutual respect and continual dialogue promoting shared learning and collaboration.

We view the child's time spent at our service as an apprenticeship in humanity where differences are embraced, and acceptance of others is always encouraged as the best choice. Offering support to challenge and succeed within our 5 developmental outcomes, critical reflection and careful planning will allow each child's interests to be responded to and scaffolds their learning.

We represent an educational vehicle, engrossing the children in projects and a learning system which allows them to question, examine and enjoy the challenge of the experiences before them.



BUMBLEBEE

-SUMMER ROUTINE-

7.00-8.00

Family Group in The Tadpole Room-Breakfast 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- 12.00

Morning Meeting

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

11.40

Group Experience

Children are split into two groups according to ages for a group experience.

12.00

Lunch



12.30- 2.00

Quiet time

2.00-2.30

Children begin to wake, to engage in quiet activities

2.30

Group experience

2.45

Afternoon tea

3.00- 4.30

Outdoor free play

4.30-6.00

Family Group Indoor /Outdoor

**Routines are flexible and subject to change due to circumstances such as weather, staffing etc.*

BUMBLEBEE -WINTER ROUTINE

7.00-8.00

Family Group in The Tadpole Room-Breakfast served until 8.00am

7.30-10.00

Indoor free / interest-based playtime children are offered a variety of activities and learning areas to explore.

Morning Meeting

Morning Tea

9.30am

10.00- 12.00

Free / interested based playtime outside, sandpit, mud pit, bikes etc.

11.40

Group Experience

Children are split into two groups according to ages for a group experience.

12.00

Lunch

12.30- 2.00

Quiet time





2.00-2.30

Children begin to wake, to engage in quiet activities

2.30

Group experience

2.45

Afternoon tea

3.00- 4.30

Outdoor free play

4.30-6.00

Family Group in Tadpole Room

**Routines are flexible and subject to change due to circumstances such as weather, staffing*