

# Pre -School Room

Information Book



*Play Learn and Grow*

Early Education Centre

Play Learn and Grow Early Education Centre

168 Maitland Road, Mayfield

NSW 2304

PH, 4967 1800

[playlearnandgrow2304@gmail.com](mailto:playlearnandgrow2304@gmail.com)

**WELCOME TO OUR ROOM**



We would like to welcome you to The Pre-School 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 18 children in the room each day, our room is designed to cater for the needs of children aged 4-5 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 four educators in The Pre-School 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 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 child.

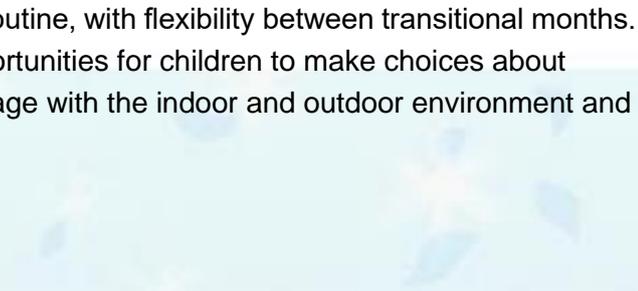
<b>Pre-School Educators 2022</b>	
<b>April Brown</b>	<b>Early Childhood Educator</b> <i>Diploma in Children's Services</i>
<b>Marion McKenzie</b>	<b>Early Childhood Educator</b> <i>Certificate 111 in Children's Services</i>
<b>Morgan Milton</b>	<b>Early Childhood Educator</b> <i>Certificate 111 in Children's Services</i>
<b>James Thomas</b>	<b>Early Childhood Teacher</b> <i>Bachelor's in early childhood education</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, experiences 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 encouraging 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 is 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 in a diary format and we strongly encourage families to give their feedback and input into our curriculum.





## OUR EXPERIENCES

The Pre-Schoolers have 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.

## PREPARING FOR SCHOOL

Our learning programs is designed to build and help prepare children for the next step in their learning journey, Kindergarten. Over the year, we will work on building children's emotional, social and cognitive development. We will provide a rich literacy and numeracy environment where children are immersed in quality language experiences, opportunities to practice their motor skills and control as they practice writing and recognising their names and counting. We will also focus on building their independent skills such as looking after their belongings, their ability to self regulate their emotions, express themselves confident manner and improve on their cooperative skills to work well with others. We look forward to instilling and fostering their natural curiosity for learning and building on their school readiness skills.

## 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, observations, jottings and learning stories through our Xplor Home 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.

A menu is displayed in the foyer and is on a 5-week rotation.

**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 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 please bring them along too.

## WHAT YOUR CHILD NEEDS TO BRING

- A broad brimmed bucket style or legionnaire style hat
  - 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.

Through observing and reflecting upon the way in which children interact with the environment and its resources, we will add to, change, or provide different materials within the learning centres, depending upon factors such as children's emerging interests, their skill development, what is happening in their lives, what sort of things they want to find out about, and what they are telling us.

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

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





## Pre-SCHOOL-SUMMER ROUTINE

**7.00-8.00am**

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

**8.00-10.00**

Outside free/interest based play  
-exploration of outdoor environment and experiences.

**Morning Tea**

(Progressive)

**Starting from 9.30am**

**10.00- 12.00**

**Morning Meeting-Tuning In**

Indoor free / interest based play  
-children are offered a variety of activities and learning areas to investigate indoors.

**11.40**

**Group Experience**

Opportunities for group learning, singing, cooperative games, stories and Circle Time.

**12.00**

Lunch

**12.30- 2.00**

Relaxation time (rest, yoga, mediation)  
Quiet fine motor activities

**2.30**

**Group Experience**

Opportunities for group learning, singing, cooperative games, stories and Circle Time.

**2.45**

Afternoon tea

**3.00- 4.30**

Outside free/interest based play  
-exploration of outdoor environment and experiences.





**4.30-6.00**

Progressive Afternoon tea

Family Group Indoor /Outdoor \*Routines are flexible and subject to change due to circumstances such as weather, staffing etc.

## **PreSCHOOL-Winter Routine**

**7.00-8.00**

Family Group in Tadpole Room-Breakfast served until 8.00am

*Bumblebee and Pre-School children move through to the Bumblebee Room until 8.30am and then separate into their rooms*

**8.30-10.00**

Indoor free / interest based play

-children are offered a variety of activities and learning areas to investigate indoors.

**Morning Meeting- Tuning In**

**Progressive Morning Tea**

**Served from 9.30am**

**10.00- 12.00**

Outside free/interest based play

-exploration of outdoor environment and experiences.

**11.40**

**Group Experience**

Opportunities for group learning, singing, cooperative games, stories and Circle Time.

**12.00**

Lunch

**12.30- 2.30**

Relaxation time (rest, yoga, mediation)

Quiet fine motor activities

**2.30**

**Group Experience**

Opportunities for group learning, singing, cooperative games, stories and Circle Time.

**3.00- 4.30**

Progressive Afternoon tea

Outdoor free play

**4.30-6.00**

Family Group outdoors and then in Tadpole Room





*\*Routines are flexible and subject to change due to children needs, interests, the weather, staffing etc.*

