



EARLY LEARNING CENTRE

Information Booklet



Welcome to the Grevillea Family!



Our Grevillea Room is home for up to 22 children, aged 3 to 4 years.

The Grevillea Room is very inclusive, where the children are supported to develop friendships with everyone, learn to become more independent and make healthy, positive choices for themselves. Our educators are energetic, friendly and love building relationships with each child. We love working with families to help link the children's home environment with the room to enhance their learning and comfort.

Our education program is based on the children's experiences at home and inspired by their individual interests. We love exploring project based learning and meaningful experiences which are fun as well as being informative and allow exploration, wonder and independence.

This year your children's educators will be: Llewys (Team Leader) Georgie and Nasrina. Please see our webpage www.baringa.org.au/grevillea for more information, including information about your educators.



**Baringa
Policies**



**Local Area
Excursion Form**

Scan these with your phone camera to access!

Daily Routine

Below is an outline of a typical day in the Grevillea Room, including time and a brief description of the usual routine. If you have any questions or suggestions, please let us know.

Time	Routine
7:30am-9:00am	<p style="text-align: center;">Arrival at Baringa</p> <p>To assist the children with the transition into the Grevillea room following morning drop-off, activities/resources are set up which they can explore. Outside play is offered when appropriate.</p>
9:00am-9:30am	<p style="text-align: center;">Inside Clean Up</p> <p>The children who are inside tidy up and then sit on the group mat. We ring a bell to let the children who are outside know it's time to come inside. They line up at the door, then go inside and put hats and jackets away and sit on the mat ready for morning group time.</p>
9:30am-10:00am	<p style="text-align: center;">Morning Group time</p> <p>The children are encouraged to sit on the group mat to greet each other and the educators in the room for the day. We go through the standard roll call and a variety of experiences including counting, days of the week/what day it is today, talking about the weather, alphabet/phonics, and experiences relevant to the current program focus.</p> <p>The children then down to the bathroom to wash their hands before morning tea. Morning group time continues into progressive morning tea.</p>
10:00am-10:30am	<p style="text-align: center;">Progressive Morning Tea</p> <p>During progressive morning tea if the children do not feel hungry yet they can participate in activities such as reading a book or doing a puzzle. Other children sit down at the tables in the courtyard (during warmer months) with a plate of food and tongs to share with their peers. When the children doing the activities feel hungry, they are invited to move to sit at the table.</p>
10:30am – 11:20am	<p style="text-align: center;">Inside / Outside play / Planned Learning Opportunities</p> <p>We ensure we encourage and remind the children frequently for toilet breaks. Inside/outside Free play experiences are offered during this time as well as Program Focused learning.</p>
11:20am–11:30am	<p style="text-align: center;">Inside Pack Up</p> <p>The children who are inside tidy up the toys that they have been playing and we transition to the group time area. The children who are outside get ready to come inside once the bell is rung. They line up at the door, go inside and put hats and jackets away and sit on the mat.</p>

Time	Routine
11:30am-11:50am	<p style="text-align: center;">Lunch Group Time</p> <p>During the group time, an educator will complete a roll call of the Grevillea family. The educator running group time does a few spontaneous activities with the children that relate to the program focus and then slowly transition them to wash their hands before lunch time.</p>
11:50am-12:30pm	<p style="text-align: center;">Progressive Lunch Time</p> <p>Lunch time is in the courtyard (during warmer months) where the children are encouraged to go sit down for their meal where they serve the food into their own bowl. The children are responsible for taking their dishes, scraping their bowls, and placing the used dishes in the tub. Lunch is a progressive mealtime, so the children have the option to do quiet sit-down activities or come and eat lunch. Children who choose to engage in the activities are encouraged every 5-10 minutes to come and eat.</p>
12:30pm-1:30pm	<p style="text-align: center;">Children Transition to Quiet Time</p> <p>After leaving the lunch table, the children are encouraged to go to the bathroom before moving to their quiet activities. The children who sleep get ready for bed and head into the sleep room. The remaining children tidy up the space, find a pillow/blanket and are encouraged to lie down for a rest in the Grevillea room. We turn the lights off and play quiet resting music during this time.</p>
1:30pm-2:00pm	<p style="text-align: center;">Inside play</p> <p>At the end of rest time, an educator sets up activities around the room that may be from the education program, or the children have shown interest in. Once the activities are set up the children are slowly transitioned to play after putting away their pillow/book or puzzle.</p>
1:45pm-2:30pm	<p style="text-align: center;">Inside / Outside play</p> <p>We ensure we encourage and remind the children frequently for toilet breaks. Inside/outside play experiences are offered during this time.</p>
2:30pm	<p style="text-align: center;">Inside Pack up</p> <p>The children tidy up the toys which they have been playing with. The children outside get ready to come inside once the bell sounds, they line up at the door and go inside put hats and jackets away and also sit on the mat.</p>
2:45pm	<p style="text-align: center;">Afternoon Group Time</p> <p>A roll call is completed, and the children move to the bathroom to wash their hands for afternoon tea. The group time is continued into afternoon tea.</p>

Time	Routine
3:00pm-3:30pm	<p style="text-align: center;">Progressive Afternoon Tea</p> <p>During progressive afternoon tea if the children do not feel hungry yet they can participate in activities such as reading a book or doing a puzzle. Other children sit down at the tables in the courtyard (during warmer months) with a plate of food and tongs to share with their peers. When the children doing the activities feel hungry, they are invited to move to sit at the table.</p>
3:30pm-4:45pm	<p style="text-align: center;">Inside / Outside play / Planned Learning Opportunities.</p> <p>We ensure we encourage and remind the children frequently for toilet breaks. Inside/outside play experiences are offered during this time.</p>
4:15pm-4:30pm	<p style="text-align: center;">Outside Pack up</p> <p>Children are encouraged to partake in packing up the toys outside.</p>
4:30pm-4:45pm	<p style="text-align: center;">Inside Tidy up</p> <p>The children tidy up the toys they have been playing with using the “pack up song”. The children outside get ready to come inside once the bell sounds, they line up at the door and go inside put hats and jackets away and sit on the mat.</p>
4:45pm-5:15pm	<p style="text-align: center;">Group Time</p> <p>A roll call is completed, and afternoon vegetables are put out for the children to sit down and eat. A book may be read during this time to encourage the children to calm down a little and sit-down during veggies time.</p>
5:00pm-6:00pm	<p style="text-align: center;">Pick up</p> <p>The children are provided with quiet activities or free play time until they are picked-up by their parents or guardians.</p>
6:00pm	<p style="text-align: center;">Centre closes</p>



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CHILD INFORMATION SHEET

Child's Name: _____

To plan and implement engaging experiences for your child, we would like to know the following:

What motivates your child? _____

What toy/resource do you find your child engaging in at home?

Indoors: _____

Outdoors: _____

What is your child's favourite song/songs? _____

Does your child have any special interests? _____

What nationality is your child? Does he/she speak another language at home? _____

What are the different celebrations you celebrate with your child? _____

Who makes up your child's family and what do you enjoy doing together? _____

What are your child's main strengths? _____

Do you have any expectations for the year that we can help with? _____

Is there any other information you would like us to know about your child? _____

HEALTH AND WELL-BEING INFORMATION

Does your child have any allergies / intolerances / dietary requirements? (Y/N) _____

If yes, please specify _____

Does your child require a sleep during the day? (Y/N) _____

If yes, does your child have any restrictions on how long he/she may sleep for? _____

Does your child:

Wear a nappy or pull-ups? _____

Use the toilet? _____

If yes:

do they need reminding to use the toilet on a regular basis? _____

Need assistance when using the toilet (e.g., wiping, dressing, washing etc) _____

Use the toilet independently? _____

Is there any other information you would like us to know about your child? _____

Please return this form to us either via email to Lewis.Herbert@baringa.org.au or hand to one of your child's educators.

Authorised Collections – Ongoing Pickup for Family / Guardians Etc.

To ensure that there is no confusion with who can pickup your child, please ensure you fill out the 'Ongoing Pickup Collection Form' Via My Family Lounge - <https://www.baringa.org.au/grevillea> ←
Link Available here.

We also ask you to bring your ID (Drivers Licence) Until educators become familiar with new families and faces.

For One-Off Collections

- Prefill a form and return to an educator at morning drop off.
- <https://www.baringa.org.au/grevillea> ← Link Available here.
- Ask an educator for a paper copy to fill out at drop off.

If you have any questions, please reach out to any of the friendly Grevillea staff 😊

