



Centre Documentation:

In each of our rooms Staff complete a number of documents which allow us to share the children's experiences with their families whilst also creating developmental records which we then use for our future programming and planning.

Each room completes a DAILY JOURNAL, which is an observation featuring children from that particular room. From this observation staff will indicate any Provisions, which we will follow up upon either that day or in the near future.

Staff also document observations and evaluations based upon what was occurring in our Learning Centres and during our Group Experiences.

THESE DOCUMENTS PROVIDE YOU WITH A QUICK INSIGHT INTO YOUR CHILD'S DAY AND WE ENCOURAGE YOU TO READ THEM AND PROVIDE OUR STAFF WITH FEEDBACK.

Staff also have an Observation Schedule, where each child is individually observed, through writing, photos and creative artworks. This is compiled to become your child's PORTFOLIO.

These documents are available for your interest at any time, just ask our staff!!!

Working with our families...

We aim to provide our families with information about their child and Early Childhood issues on an ongoing basis. This is achieved through informal discussion, formal reports and developmental documentation, monthly newsletters, our Family Information Area, Information Nights and events, displays and promotions. Staff develop meaningful relationships with all our families to ensure there is ongoing communication and so you feel comfortable discussing your child and your family experiences with us. If you would like a more formal meeting, this can easily be arranged at a mutually convenient time.

Your ideas, suggestions and observations are most welcome and help us enrich our Programs for the children and us as teachers. Please feel free to also share any talents, skills, hobbies or cultural practices.

Our Centre values the home languages used by our families. If your family uses a language other than English in the home we would welcome your assistance in using your language as part of our daily learning experiences. This can be as simple as you providing key words in your child's language. We also welcome you visiting to share your language experiences such as book reading, singing etc. If at any time you require information about our Centre or information related to Early Childhood health and/or development in a language other than English we will do our best to obtain it for you. Please see our staff for more assistance.