

Session Roles and Responsibilities

Start of session

- ✓ Be on time – Sessions start at 9:00, set-up finished by 9:15
- ✓ If you can't get to session leave a message on answer phone or text your session leader.
- ✓ Sign in.
- ✓ Settle your child first.
- ✓ Perform Hazard check to ensure Playcentre is safe for everyone.
- ✓ Setup an area – show new people what and how to setup.
- ✓ Look at session evaluation book for continuing themes the children are interested in.
- ✓ Leave baggage at the gate – Playcentre is a Happy place!

During session

Play with the Children

- ✓ Get down to their level – sit with the children, try not to stand over them.
- ✓ Take an interest in what they are doing.
- ✓ Make sure children can access the equipment and resources.
- ✓ Let children explore and experiment at their pace.
- ✓ Try NOT to take over and show them the 'proper' way to do something.

Notice, recognise and respond to children's learning

- ✓ Observe what children are doing.
- ✓ Write up two learning stories each term (at least!)
- ✓ Take photos of children's learning experiences, not photos for Grandma!
- ✓ Collect samples of artwork for children's portfolios.

Creativity

- ✓ Ask children if they would like their name on their artwork.
- ✓ Name and date – on the back if child does not want it placed on the front.
- ✓ Hang artwork to dry on the lines on the deck.
- ✓ Unnamed artwork is thrown out at end of session.

Language, culture and identity

- ✓ Role model language and pronunciation.
- ✓ Have meaningful conversations with children.
- ✓ Ask open questions.
- ✓ Support multilingual children – encourage parents to use all languages with children.
- ✓ Use Te Reo Maori

Be committed – the more you put into Playcentre the more you will get out....

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Positive behaviour guidance

- ✓ Use positive language to guide children.
- ✓ Refrain from 'Telling Off' children while at Playcentre – even your own!
- ✓ NO time-out's, naughty steps or other negative behaviour management tools
- ✓ Role model appropriate language and behaviour.
- ✓ Support children's social relationships – taking turns, making friends & sharing.
- ✓ Encourage use of manners.
- ✓ Use positive strategies – divert, distract, suggest alternatives, negotiation.
- ✓ Support independent problem solving.
- ✓ Have clear and consistent rules

Extend learning

- ✓ Ask open questions
- ✓ Have conversations, both with children and adults.
- ✓ Notice interests and extend on them.
- ✓ Think outside the box – try new ideas.

Under Two's

- ✓ Support babies and their parents.
- ✓ Ensure they have a safe place to explore, without shutting older children out.
- ✓ Enable older children to interact appropriately with babies.
- ✓ Ensure equipment and resources are clean and hygienic, before, during and after session.
- ✓ Respond promptly to their needs.

Safe supervision

- ✓ Ensure supervision ratios are maintained inside & out.
- ✓ Stay close to children and watch them for safety.
- ✓ Adults need to be vigilant.
- ✓ Ensure activities are challenging yet safe.
- ✓ Encourage positive behaviour.

Keep Playcentre tidy and appealing

- ✓ Refresh areas during session – without cleaning up early.
- ✓ Keep areas of play well stocked.
- ✓ If it's not working change it – put new activities out or rearrange them.
- ✓ Tidy as you go so that an area is attractive for the next person who wants to play there.

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Adult needs

- ✓ Get a coffee when you need one.
- ✓ Refill the jug and boil it for the next person.
- ✓ Ask for help if you are unsure.
- ✓ Be supportive of each other.
- ✓ Be a positive role model.

End of Session

- ✓ Clean-up starts at 11:45.
- ✓ Put dry artwork into folders.
- ✓ Contribute to session evaluation.
- ✓ Ensure the children are still supervised!
- ✓ Put forward extensions to today's play while it's fresh.
- ✓ Make sure the same people aren't left with the clean-up duties each session.

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