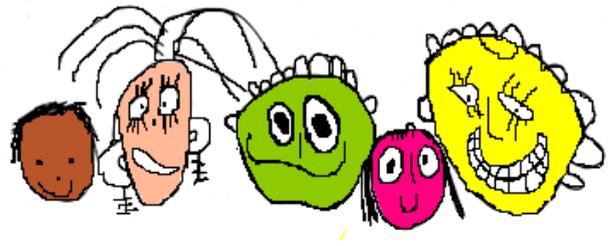


## Hamilton Community Pre-School

*"Where discoveries, learning and fun connect."*



### Information Sheets for Parents

# Organisation of Educators

The organisation of educators at Hamilton Community Preschool are a key factor in supporting all children to have opportunities to engage in meaningful learning and interactions with educators with whom they are familiar and comfortable. Carefully planned rosters support educators to be available and responsive to children, and support quality experiences and adequate supervision at all times when children are attending the service.

	Monday	Tuesday	Wednesday	Thursday	Friday
Educators	Narelle Belle Tema Josie	Narelle Belle Tema	Belle Jackie Tema	Narelle Jackie Tema Josie	Narelle Jackie Josie
Office	Narelle (Morn) Belle (A'noon)	Krystal (Admin)	Narelle	Jackie (alternate Tema weeks)	Krystal (Admin)

Educators are allocated office time, where administration tasks are completed. Educators are encouraged to use this time to read policies and procedures, attend webinars, critical reflection, program and planning. Educators complete documentation for Storypark in their own time.

Hamilton Community preschool follow regulations for set educator-to-child ratios to ensure the safety, welfare and wellbeing of children while attending the service. The presence of adequate numbers of qualified and experienced educators has been consistently linked with quality interactions and positive learning experiences for our children. All educators are rostered on when children arrive from 8:30am and we have 2 educators left after 3.30pm for the small amount of children waiting for pick up.

Hamilton Community preschool have qualified and experienced educators that have been working in Early Childhood settings. Our Director Narelle is an Early Childhood teacher with over 25 years' experience. Belle and Jackie are both Diploma trained and job share over the week. They both work on Wednesday for continuity of program and routines. Belle and Jackie both have over 20 years' experience. Tema has her Certificate III and is upgrading to her diploma. Tema has over 10 years' experience in early childhood settings. Our youngest member of staff is Josie; she has just completed her Certificate III and joined our team this year. Josie is being mentored by senior staff and gaining on the job experience. All our educators attend professional development courses throughout the year.