

Room Meeting Minutes

Start Time 1:05 PM Date 11/04/2023

Room Explorers

Attendance Raksha, April, Sandrae, Haylee

	Tick if discussed	Any notes
<u>Shift Duties / routine</u> Do all staff understand responsibilities? Are staff sharing duties? Daily Checklist, who's responsible?	✓	Additional routine 8am and 5pm Nappy checks
<u>Cleanliest of Room</u> Are there jobs to be done?	✓	Educator knows their assignment everyday, so we are pretty good at cleaning
<u>Supervision within the room</u>	✓	Educators always communicate w/ each other to maintain supervision
<u>Any Equipment/Materials required</u>	✓	
<u>Any special Days / Celebrations</u> This can include cultural days	✓	ANZEE DAY
<u>Children being supported</u> Discuss the importance of each child regardless of age, gender, ability, culture etc. Value each child's uniqueness in a positive way	✓	
<u>Quality Improvement Plan (QIP)</u>	✓	
<u>Parent Request or Input</u>	✓	Some of parent request to start toilet training for their child.
<u>Critical Reflection/Input into Program</u> Does everyone understand the program? Does everyone know how to do observations? Are the children responding well to the program? Is our intentional teaching purposeful?	✓ ✓ 50/50 yes	

(Discuss with other team members)

Are you allowing children to make decisions about the day's activities?

- Ask children what they want to do each day and go with it and help scaffold their learning. yes,

Are you getting as much parent input as you can?

- Writing comments that parents make in the daily journal every day. yes.