






## Tanda posts to staff regarding supervision




 Shelyce Bitmead to Coolamon SEL - All Staff Fri, Nov 24th, 4:36 pm  

### Weekly Rap

You have done it... its Friday we made it!  
Its been a big week and I thank you for pulling through and surviving the craziness!!  
A few notes:  
Supervision please ensure your communicating with each other when leaving or moving around environments. When engaging with families ensure your positioning yourself with maximum few of the children.  
Head counts please ensure your doing them when moving in and out of environments.  
Yard checks AM staff please communicate if they haven't been done so we can get this done before the children are going outside.  
Ensure all children are wearing hats when outside!  
To refill the new soap dispenser, you need to click the little squares on the base for the top to come forward, take the cap off and refill. If you need help please come and see us we will help you.  
I hope you all have a wonderful restful weekend, I thank you for all your hard work and beating the heat this week and it has definitely been tough being inside a lot more.  
**YOU'RE ALL AMAZING!! WE APPRECIATE YOUR HARD WORK.**





 Replies: 0

 Nicole Chemello to Coolamon SEL - All Staff Tue, Nov 21st, 5:56 pm  

### Supervision

Hi All,

As discussed at last weeks staff meeting, please see attachment on active supervision. Please ensure you are communicating effectively between rooms and with the office on supervision requirements and ratios. If you need any further support please let me know.

 [QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning](#)  Replies: 1



## T.G.I.F

Hi All,

Happy Friday! Thanks for all your hard work this week! I have made some slight changes to the roster, let me know if there is any issues or if I have missed anyone's 8hr 😊

Some notes for the week;

Ratios at the end of the day; please work as a team, if you are overstaffed in an area, please use your initiative if the office is shut, go and see if the other rooms need help, especially downstairs. We go over this enough I don't think this needs to be addressed again.

If you are entering the kitchen, you MUST wear a hair net, this is nonnegotiable, especially during end of day cleaning. Please also ensure the dishes are put away and not left to dry.

Storerooms; apart from creators and inventors, you all have your own storeroom, please keep them respectful and clean. To provide new activities and experiences for the children you should be able to know what is in your storeroom to provide this.

Outdoor experiences – I do believe that we need to look at indoor / outdoor play and outdoor learning opportunities, children should have access to both indoor and outdoor environments and I am always seeing children just playing outside especially in the afternoons. What learning opportunities are being provided? Are just going outside because this is the easiest option?

Foyer iPad – please ensure when you are clocking in and out that you flick the screen back to iCheck in for families.

Head counts – again I have said this before and don't think this should be continuously addressed as this should be embedded practice to know how many children are in your care at all times, this includes in your environments and especially during transitions.

Indoor / outdoor checks – these must be done prior to children entering the space, should you choose to go outside without doing a check, you are 1. Choosing to put children at risk and 2. Not following policies and procedures. You don't know what you are entering, whether there are spiders etc so please ensure these are getting done and not just ticked off.

REMINDER – staff meeting / training 16th of November, please remember it is a requirement of permanent staff to attend, this will be an important training / meeting.