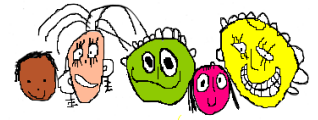


Hamilton Community Pre-School

"Where discoveries, learning and fun connect"



National Quality Standard – Quality Area 4

Element 4.1.1 – Organisation of Educators The organisation of educators across the service supports children's learning and development

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
Narelle (Office Time 9-1)	Narelle	Narelle (Office Time 9-4)	Narelle	Narelle
Krystal (Responsible person; Office Time 1-3.30)	Krystal (Responsible person)	Jackie (Responsible person)	Jackie (Responsible person, Office time alternate weeks with Jess & XXXXX)	Jackie (Responsible person)
Jessie	Jessie	Jessie	Jessie (Office Time 1-3.30)	Jessie
Bronwyn	Bronwyn (Office Time 8.30 -10.30)	Krystal		

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 Pre-School 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.

Our Director, Narelle is an Early Childhood teacher with over 25 years' experience. Jackie also has over 25 years of experience in early childhood, Bronwyn and XXXXX are Diploma trained and job share over the week. Jessie and Krystal have their Certificate III in Child Studies.

Key Positions in Early Education and Care Services

Position	Educator	Definition
Nominated Supervisor	Narelle	Is responsible for day-to-day management
Responsible Person	Narelle, Jackie and Krystal	This is generally the nominated supervisor. Where she is not at the service, another educator will take up this responsible person role as the person in day-to-day charge of the service.
Educational Leader	Narelle and Jackie	The educational leader is a suitably qualified and experienced person who is responsible for leading the development and implementation of educational programs at the service.

All our educators attend professional development courses throughout the year, to keep abreast of current trends and updates in early childhood.

The Pre-School's roster is designed so 2 educators are rostered on when children arrive from 8:30am and we have 2 left after 3.30pm for the children waiting for pick up, one educator is always a responsible person.