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| “Top 10 Tips” for your Day at \*\*\*\* |
| ***Thank you for joining our Team today!*** |
| The Room you will be working in: |  |
| Age group and ratio in this room:  |  |
| Your Break time(s): |  |
| * Please be aware of our “hot spots/ high risk areas” and if children are playing in this area please engage in this space
* When supervising the children, it is important to engage with them- get down to their level, chat, ask questions, laugh with them.
* If there is a conflict between children, please approach them and ask them how you can help. It is important to also get help from a permanent educator as children may have specific strategies, we need to implement
* The lead educator will inform you of children with additional support needs
* It is important when engaging with children that we use positive, clear language such as “please walk inside”
* If you need to leave the floor you must inform all educators with whom you are working with, so they are aware of ratios
* Please return from your lunch break on time
* Be physically and emotionally available to children- this means we need to be aware, be present and engaged in children’s routines and play
* If unsure, please ask! Please questions so we can support you through the day and we can work as a team
* Smile and have fun!
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