



OFFICE PROP BOX

Materials you need:

- Old phones, keyboards, cash registers, calculators – anything you might find in an office – check out the markets and op shop for real life treasures!
- Manilla folders, paper pads, ring binders, magazine holders, pens, pencils, stamp pads – whatever you have around the house or in the recycle bin.
- A table and chairs set up as a desk area – add a tablecloth and some signs to define the space as the office.
- Loose parts like gems or pebbles to use as money and other imaginary items for the office play.

Setup for play:

- I love to set up an outdoor office space, but it works just as well indoors and you might like to leave the office set up for the week as an everyday experience if you have the space! There is very little for you to setup other than adding everything to tables and making it look like an inviting office area. You want the children to lead their own play and add their own touches so don't go overboard, just provide the materials!
- You might like to add some magazines and books for a waiting area or for children to cut and paste pictures to add to their letters or other 'work'.
- Ask what else they feel they need in their office area and work together to find a solution.

INVITING THE IMAGINATION IN - ACTIVITY GUIDE 32

What are they learning with this activity?

As the children use the office materials to create and imagine they are learning to:

- Use their sense of touch, sight and smell to make choices and create
- Use their imagination to explore real life events
- Use descriptive language and become independent communicators
- Work together in a group with others
- Use hand/eye coordination skills and demonstrate spatial awareness
- Express their ideas creatively to help make meaning
- Manipulate equipment and real life tools with increasing competence
- Strengthen fine motor muscles and control
- Use their senses to explore and choose natural materials
- Use their play to imagine and explore ideas
- Make marks and practice pre-writing skills
- Express emotions and use gestures.
- Negotiate roles, responsibilities and relationships

Extending the play:

- Read stories, look at pictures or videos of real office spaces around the world.
- Write letters (or pictures) to add to the envelopes, buy stamps then go to the letterbox to post to family addresses for them to receive at home. How long does it take to be delivered to my own letterbox?

