



Documentation Web

1. Photos

1.1. Displays

1.1.1. Print displays

1.1.1.1. File in 'our learning in photos' folder

1.1.2. Powerpoint displays

1.2. Learning journals

1.3. 'photos' folder on computer

1.3.1. Label folder for each month

1.3.2. Download photos each week

1.3.3. Upload to parent communication dropbox folder as required

1.4. Our day forms

1.4.1. File in 'Our Day Collection' folder

1.5. My day forms

1.5.1. File in child's individual folder

1.6. Photo books

1.7. App or other digital tool

2. Observations

2.1. Child's individual file

2.1.1. Computer file

2.1.2. OR hard copy file

2.2. Displays

2.2.1. Indoors or outdoors

2.2.1.1. Add to 'our learning in photos' folder

2.3. Learning journals/portfolios

2.3.1. Child's individual file

2.4. Weekly obs summary

2.4.1. Add to 'Obs Summaries' section of Programming folder

2.5. Forward planning record

2.5.1. Child's individual file

2.5.1.1. File copy in programming folder under 'forward planning'.

2.6. App or other digital tool

3. Communication

3.1. Our Day Forms

3.1.1. Our Day Folder

3.1.1.1. Copy filed on Computer

3.1.1.1.1. Add to family dropbox folder

3.1.1.1.2. Display via laptop or digital device in sign out area.

3.1.2. Print & display in sign out area

3.1.2.1. File print in ring binder folder

3.2. My Day Forms

3.2.1. Filed in child's individual digital folder

3.2.1.1. Copy filed on computer

3.2.1.2. Dropbox for parents or print

3.3. Daily Journals

3.3.1. Photo Collages

3.3.2. Apps

3.3.3. Diary/Exercise book

3.4. Displays

3.4.1. Indoors/outdoors - parents & children

3.4.2. Take photos of displays to put in 'Our Learning in photos' folder

4. Reflections

4.1. Our day form

4.1.1. Our Day Collection Folder

4.1.1.1. On computer OR

4.1.1.2. In ring binder folder

4.2. Daily diary

4.3. On program

4.3.1. Filed in Programming Folder under 'plans'

4.3.1.1. Hard copy or computer

4.4. Critical reflection summary

4.4.1. Filed under 'monthly reflections' section in programming folder.

4.4.1.1. Computer folder OR

4.4.1.2. Hard copy folder

4.5. Forward planning form

4.5.1. Filed in child's individual folder

4.5.1.1. Computer folder OR

4.5.1.2. Hardcopy folder

4.5.2. Filed in programming folder under section 'forward planning'

5. Program Plans

5.1. Display in room

5.2. File for evidence & to reuse

5.2.1. Hard copy OR

5.2.2. Computer folder

5.3. App or other digital tool

5.4. Dropbox folder for families

6. Admin Forms

6.1. Hardcopies in files

6.2. Folders on computer