

SECTOR OVERVIEW – Early Years – CARE

	Time	Activity	Responsible Team Member	Comments	Purpose
Monday	9:00am–10:30am	Induction & orientation	HR / Centre Director	Overview of site, safety, child protection, team	Sets expectations and builds trust
	10:30am–12:00pm	Tour of learning spaces	Monday Mentor	Visit indoor/outdoor play areas and routines	Builds familiarity with environment
	1:00pm–3:00pm	Assist with play-based activity	Monday Mentor	Support storytelling, art or outdoor play	Encourages creativity and engagement
Tuesday	9:00am–12:00pm	Shadow educator	Tuesday Mentor	Observe routines and transitions	Builds understanding of early learning
	1:00pm–3:00pm	Assist with setup or mealtime	Tuesday Mentor	Help with preparation and supervision	Builds responsibility and care skills
Wednesday	9:00am–12:00pm	Support small group activity	Wednesday Mentor	Assist with music, movement or sensory play	Encourages interaction and creativity
	1:00pm–3:00pm	Reflection and journaling	Wednesday Mentor	Guided discussion or written reflection	Builds emotional insight and awareness
Thursday	9:00am–12:00pm	Observe planning session	Thursday Mentor	Attend educator meeting or planning time	Connects learning to structure
	1:00pm–3:00pm	Create a resource or poster	Thursday Mentor	Help design a visual or learning tool	Builds pride and contribution
Friday	9:00am–12:00pm	Mini showcase or activity	Friday Mentor	Lead or assist with a short activity	Builds confidence and leadership
	1:00pm–3:00pm	Feedback & close out	HR / Friday Mentor	Student presents or reflects	Wraps up the week meaningfully