4-stage planning

Use these prompts as a starting point. Adapt the stages to your centre's process.

Child / group: _____ Educator: _____

Date: _____ Focus: _____

01 Observe & Assess

Watch and take notes on children's behaviour, interactions, and development. Focus on their interests, strengths, and areas where they need help. Review the information from observations and family input to understand the child's development, strengths, and needs.

02 Plan

Create a plan with specific teaching strategies and learning activities based on the child's needs and interests. The plan should be flexible and personalised, keeping in mind curriculum goals and family expectations.

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03 Implement

Put the plan into action in a fun and supportive environment. Be flexible and respond to the child's needs and interests as they arise to maximise learning opportunities.

04 Evaluation

Look back at how the plan worked. Analyse what went well, what didn't, and how the child responded. Reflection helps to improve future plans and ensure ongoing growth.