

Te Awa Steiner Playgroup

EQUIPMENT



RESOURCES

REGISTER

This folder is for your group to use to keep track of all the resources your group has purchased or been donated. Refer to the Equipment Guidelines for Playgroups and Learning Environments folder for details about the type of equipment and resources for your puna re or playgroup - think quality.

To help prioritise your group's equipment and resource needs and, for an explanation about why you need to maintain an inventory, refer to the Record keeping section (pgs 7-10) of the Administration Kit. Keep this register up to date, as this will assist your group to identify resource and equipment gaps.

The first line has been completed to give you an idea how to complete the register.

CONTENTS

PAGES 3-6:	FAMILY & DRAMATIC PLAY i.e. Dough equipment, Family play equipment, Dress-ups & accessories
PAGES 7-10:	EXPLORATORY PLAY i.e. Science, Water equipment
PAGES 11-14:	CONSTRUCTIVE PLAY i.e. Blocks, Sand and Water equipment, Carpentry
PAGES 15-18:	PHYSICALLY ACTIVE PLAY i.e. Outdoor equipment, balls, trolleys, wheelbarrows
PAGES 19-22:	BOOKS & LANGUAGE i.e. Range of books for different ages and topics, big readers, puppets
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Resource Register: BOOKS & LANGUAGE i.e. Range of books for different ages and topics, big readers, puppets
Group Name: Te Awa Steiner Playgroup

No. of Items	Title	Date Bought / Given	Supplier or Donated from?	Chq No.	Cost	EC Funds or other?	Stock take dates	Notes (e.g needs replacing, lost, discarded, broken etc.)
1	<i>Where the wild things are</i>	5.4.05	Mrs Jackson, (Mia's Nana)	-	-	-	5.6.06	Needs repairing down spine

**Resource Register: MUSIC & MOVEMENT i.e. instruments, dancing accessories, rattles,
Group Name: Te Awa Steiner Playgroup**

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Resource Register: CREATIVE PLAY i.e. Painting, Drawing, Clay, Collage, Messy play equipment & resources
Group Name: Te Awa Steiner Playgroup

No. of Items	Title	Date Bought / Given	Supplier or Donated from?	Chq No.	Cost	EC Funds or other?	Stock take dates	Notes (e.g needs replacing, lost, discarded, broken etc.)
4	<i>Easels</i>	<i>1.2.05</i>	<i>Mitre 10</i>	<i>234568</i>	<i>450.00</i>	<i>EC</i>	<i>5.6.06</i>	<i>OK</i>

Resource Register: CREATIVE PLAY i.e. Painting, Drawing, Clay, Collage, Messy play equipment & resources
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**Resource Register: MANIPULATIVE PLAY i.e. Jigsaws, Threading, Posting, Interlocking, Matching Games & Resources
Group Name: Te Awa Steiner Playgroup**

No. of Items	Title	Date Bought / Given	Supplier or Donated from?	Chq No.	Cost	EC Funds or other?	Stock take dates	Notes (e.g needs replacing, lost, discarded, broken etc.)
2	<i>Maui puzzles</i>	4.6.05	<i>Teachers Supplies</i>	234577	50.00	EC	5.6.06	1 piece missing

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Resource Register: FURNITURE & EQUIPMENT i.e. Cabinets, Chairs, Tables, Cleaning & Kitchen Items
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3	<i>Storage cabinets</i>	4.9.05	<i>Warehouse</i>	234555	420.97	<i>EC Spec Grant</i>	5.6.06	All OK

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Resource Register: SUNDRIES AND PARENT/WHANAU RESOURCES
Group Name: Te Awa Steiner Playgroup

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1	First Aid Kit	1.3.05	Amcal	234561	125.45	EC	5.6.06	Need more plasters, and ice pack

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