



GATHERINGS PLANNING TOOL

AGE 3 AND 4

Using example only content, and
Providing empty sample proformas

HIPPY Gatherings

PLANNING TOOL: AGE 3

Date: 01.01.25

Location: Community hall

Schedule

11:00	Welcome
11:15	Pack delivery
11:45	Morning / Afternoon tea
12:00	Enrichment
12:15	Farewell

Top Priorities

- ☐ Community building
- ☐
- ☐
- ☐
- ☐

To-Do list

- ☐ Organise guest speaker
- ☐
- ☐
- ☐
- ☐

Welcome

- **ACKNOWLEDGMENT**
- **CONNECTING WITH FAMILIES:**
Time for families to network and connect at the start of the Gathering.
- **AGENDA:**
An overview of what is planned for the days Gathering.
- **HOUSE KEEPING:**
Explanation of what to expect from the day's Gathering. Any housekeeping
For eg, location of facilities such as bathroom and kitchen, childminding arrangements.

Learning together

- **2 Activities**

Snack time

Opportunity to take a break for refreshments and conversation.

SET UP EXAMPLES:

- Water jugs
- Water cups
- Plates
- Cutlery
- Food
- Tea and coffee facilities

Enrichment

- TOPIC:** Resume and interview skills
- WHAT:** Guided discussions about job interview questions and examples of effective resumes and templates.
- WHY:** To build parent and carers employment knowledge and capacity.
To help prepare for future employment.
- WHO:** Registered training organization
- HOW:** guided discussions led by Coordinator or guest speaker.
- WHEN:** After morning tea
- RESOURCES:**
- Child Health Nurse
 - NSW Blue book example

Free play

- **2 Activities**

Farewell

CLOSURE AND THANK YOU

Opportunity to let parents and carers know information about the next Gathering, and to survey for future Enrichment topics as well as feedback on the day's Enrichment topic.

HIPPY Gatherings

PLANNING TOOL: AGE 4

Date: 01.01.25

Location: Community hall

Schedule	
11:00	Welcome
11:15	Pack delivery
11:45	Morning / Afternoon tea
12:00	Enrichment
12:15	Farewell

Top Priorities
<input type="checkbox"/> Community building
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

To-Do list
<input type="checkbox"/> Organise guest speaker
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Welcome
<ul style="list-style-type: none">• ACKNOWLEDGMENT• CONNECTING WITH FAMILIES: Time for families to network and connect at the start of the Gathering.• AGENDA: An overview of what is planned for the days Gathering.• HOUSE KEEPING: Explanation of what to expect from the day's Gathering. Any housekeeping for Eg, location of facilities such as bathroom and kitchen, childminding arrangements.

Pack Delivery
ACTIVITY 1: Reflection on previous pack.
ACTIVITY 2: Delivery of the next pack including: <ul style="list-style-type: none">• Role-play• Swapping roles• Discussion of potential challenges• Everywhere Learning opportunities
RESOURCES: Activity packs and required resources in the 'What you will need' section.

Morning / Afternoon Tea
Opportunity to take a break for refreshments and conversation.
SET UP EXAMPLES: <ul style="list-style-type: none">• Water jugs• Water cups• Plates• Cutlery• Food• Tea and coffee facilities

Enrichment
TOPIC: Resume and interview skills
WHAT: Guided discussions about job interview questions and examples of effective resumes and templates.
WHY: To build parent and carers employment knowledge and capacity. To help prepare for future employment.
WHO: Registered training organization
HOW: guided discussions led by Coordinator or guest speaker.
WHEN: After morning tea
RESOURCES: <ul style="list-style-type: none">• Child Health Nurse• NSW Blue book example

Farewell
CLOSURE AND THANK YOU
Opportunity to let parents and carers know information about the next Gathering, and to survey for future Enrichment topics as well as feedback on the day's Enrichment topic.

Materials and resources
<input type="checkbox"/> Water jugs
<input type="checkbox"/> Water cups
<input type="checkbox"/> Plates
<input type="checkbox"/> Cutlery
<input type="checkbox"/> Food
<input type="checkbox"/> Tea
<input type="checkbox"/> Coffee
<input type="checkbox"/> Milk
<input type="checkbox"/> Mugs
<input type="checkbox"/> Chairs
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

HIPPY Gatherings

PLANNING TOOL: AGE 3

Date:

Location:

Schedule

Top Priorities

To-Do list

[illegible]

Welcome

This image shows a single sheet of white paper with horizontal blue ruling lines. The paper has rounded corners and a dark green border along the top edge. There are 20 horizontal lines in total, spaced evenly down the page.

Learning together

[illegible]

Snack time

[illegible]

Enrichment

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. On the left side, there is a vertical green margin line. The paper appears to be part of a notebook or binder, as evidenced by the dark green binding visible along the left edge. There are no markings, text, or drawings on the paper itself.

Free play

[illegible]

Farewell

This image shows a single sheet of white paper with horizontal blue ruling lines. The paper has rounded corners and is framed by a dark border. There are approximately 20 evenly spaced lines across the page.

HIPPY Gatherings

PLANNING TOOL: AGE 4

Date:

Location:

Schedule

Top Priorities

To-Do list

Welcome

[illegible]

Pack Delivery

[illegible]

Morning / Afternoon Tea

[illegible]

Enrichment

[illegible]

Farewell

[illegible]

Materials and resources

[illegible]

HIPPY Gatherings

PLANNING TOOL:

Date:

Location:

Schedule	

Top Priorities
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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To-Do list
<input type="checkbox"/>
<input type="checkbox"/>
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HIPPY Australia acknowledges Elders and Traditional Owners of the lands and seas across Australia.

HIPPY acknowledges artist Lena Smith for the use of her artworks in our new curriculum, and promotional materials.

Lena Smith is a Kamilaroi Yinarr woman from Moree, NSW.

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The views expressed here are those of the author and do not necessarily represent the views of the Australian Government or officers of the Department of Social Services.

HIPPY was developed at the NCJW Research Institute for Innovation in Education at the Hebrew University of Jerusalem and the HIPPY Programs are affiliates of HIPPY International.

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