



Early Excellence
Inspirational Learning

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Early Excellence
Inspirational Learning

Develop
inspirational
learning with
Early Excellence

Help to Set Up Your New Resources

A Practitioners Guide



earlyexcellence.com



How to Organise Your Resources, Boxes & Baskets



We hope that the following information will help you to organise your resources in the boxes and baskets you have ordered, and on the style of furniture you have chosen.

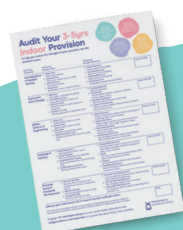
First of all, don't worry if what you've ordered doesn't fit exactly as shown in our brochures or on our website. You may have ordered a different combination, perhaps smaller shelving and/or more or less storage than we have used, but don't panic, all will be well!

Here are just a few simple things you can do to make your classroom work effectively, but most importantly, just do your best!

There are many ways to arrange things, so as long as it's easy to access and makes sense to your children at tidy up time – you'll be fine.

Enjoy organising your learning environment!

Download a FREE early years learning environment audit today



What to do if some resources are missing or look different to those on our website

- You may find that some of your resources are out of stock, and this will be marked on your delivery note. Please check this before making contact with our Sales Team. These items will be automatically sent to you once back in stock.
- If one or two of your resources look different, it will be because of supply issues or discontinued items. In this instance, we will have included a different colour or style which will fulfil the same educational purpose.
- We are doing our best to deliver your full order, but please be kind to us! The global crisis in the supply of goods is affecting our usual speed of delivery. Thank you.

What to do if your furniture doesn't work out exactly to plan

- When you move Early Excellence furniture, you will need two people. It's solid and therefore heavy, so do get help!
- **Back to Back Units:** These units must sit together back to back or be placed against a wall. You will find a Safety Sticker on them which should not be removed.
- **Wet Area Shelving:** Units placed in wet areas need a set of plastic plugs added to the bottom of them to raise them slightly. These are provided. To maintain the units in good condition, wipe down any excess water at the end of each session.
- **Outdoor Use:** Early Excellence units are not made for outdoor use and the wood will expand when wet.

What to do if your resources, boxes and baskets don't fit on the shelves:

- Simply arrange the storage to fit the furniture you have, and then combine some of the resources into the boxes. For example:

In Small World

- Add your Pets and Farm together in one tray or box rather than using two
- Put the trees and fences together in the same way, and so on

In Water

- Put the shells and pebbles together in one tray or box rather than using two
- Put the sea creatures and divers together in the same way, and so on

In Maths

- Combine natural counters such as shells and pebbles in one tray or box rather than two
- Put coloured and natural discs together in the same way, and so on

What to do if you find yourself with a few spare boxes and baskets

- This is nothing to worry about. It's not a problem as you can never have too many!
- Simply use the ones that don't fit on a table nearby to display additional items or enhancements.
- Equally you might want to use them in a different area to help you store things.
- Baskets are often used in carpeted areas, and if this is the case, you might try using any spare ones on the floor, just at the side of your furniture. This works well in some areas, but you should monitor to ensure they do not become a trip hazard.