

## E-2 Written Programs

### NQS

QA. 1.1.1	Approved learning framework.
QA. 1.2	Practice.
QA. 1.2.1	Intentional teaching.
QA. 1.2.2	Responsive teaching and scaffolding.
QA.2.1.3	Healthy lifestyle.
QA. 2.2.1	Supervision.
QA. 4.1.1	Organisation of educators.
QA. 4.2.2	Professional standards.
QA. 6.1.1	Engagement with the service.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

### National Regulations

Reg. 56	Review and revision of quality improvement plans
Reg. 73	Educational Programs
Reg. 74	Documenting of child assessments or evaluations for delivery of educational program
Reg. 75	Information about educational program to be kept available
Reg. 76	Information about educational program to be given to parents
Reg.123(1)(d)	For children over preschool age, 1 educator to 15 children
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children and young people feel safe, secure and supported
LO. 3	Children and young people become strong in their social, emotion and mental wellbeing
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 4	Children and young people develop a range of learning and thinking skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating

### Policy Statement

We aim to develop and implement a balanced program that is stimulating, interesting and exciting, which allows opportunities for children to play, explore and develop new skills and is appropriate to the developmental and leisure needs of all children. Our Centre's program will be based on the "My Time, Our Place" Framework and reflect the cultural diversity of today's society. Children and parents are encouraged to be actively involved in the planning, implementation and evaluation of the program.

## **Related Policies**

- Concord OSHC Policy A-1: Hours of Operation
- Concord OSHC Policy A-2: Priority of Access
- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy A-5: New Children Orientation
- Concord OSHC Policy A-8: Dropping off and Picking Up
- Concord OSHC Policy A-9: Absent and Missing Children
- Concord OSHC Policy A-11: Maintenance of Records
- Concord OSHC Policy A-13: Participation and Access
- Concord OSHC Policy A-14: Complaints
- Concord OSHC Policy A-15: Role of Management Committee
- Concord OSHC Policy A-18: National Quality Framework
- Concord OSHC Policy C-3: Staff Orientation and Induction
- Concord OSHC Policy D-3: Food and Nutrition
- Concord OSHC Policy D-22: Child Protection – Mandatory Reporting
- Concord OSHC Policy D-23: Child Management / Behaviour Guidance
- Concord OSHC Policy E-6: Technology
- Concord OSHC Policy E-8: Homework
- Concord OSHC Policy E-9: Out of Centre Activities

## **Procedure**

The Centre Coordinator and Educational Leader will be responsible for the development of a child centred program, which reflects the philosophy of the Centre and meets the social, physical, recreational, intellectual, creative and emotional developmental needs of the children attending.

Programs will be developed for all aspects of the Centre, before school, after school and vacation care.

The education program will explore the concepts of Belonging, Being and Becoming and will work on developing the key outcomes of all children:

- Children and young people will have a strong sense of identity
- Children and young people will be connected with and contribute to their own world
- Children and young people will have a strong sense of wellbeing
- Children and young people will be a confident and involved learner
- Children and young people will be effective communicators.

The Centre will use the following Principles in developing the Educational Program:

- Secure, respectful and reciprocal relationships
- Partnerships with Families
- Aboriginal and Torres Strait Islander perspectives
- High expectations and equity
- Respect for diversity
- Sustainability
- Critical reflection and ongoing professional learning
- Collaborative leadership and teamwork

The Centre staff will use varying pedagogical practices to promote children's learning by:

- Adopting holistic integrated and interconnected approaches
- Collaborating with children and young people
- Planning and implementing play and leisure activities
- Acting with intentionality
- Creating appropriate environments
- Being responsive to various cultures
- Providing and planning for continuity and transitions
- Using reflection processes and documentation to assess and evaluate children's wellbeing, learning and development informing programs and supporting children in achieving outcomes.

In order to achieve these outcomes, the written program will:

- Promote the importance of play
- Maintain the dignity and rights of each child at all times
- Respect the cultural and language diversity of the local and wider community.
- Foster friendships
- Consider individual and group interests, skills, needs, talents and abilities.
- Encourage cooperative and responsible behaviour
- Foster independence, self-help skills and problem-solving skills

- Provide an environment to develop self-reliance and foster self-esteem
- Allow opportunities to explore and develop new skills through stimulating, exciting and interesting activities.
- Consider all developmental areas
- Provide variation in indoor/outdoor activities
- Provide variation in quiet/active activities
- Provide variation in structured/unstructured activities
- Consider the varying age ranges of the children within the service
- Provide variety and choice
- Provide positive examples and direction to allow children to develop self-discipline skills.
- Assist children in appreciating and caring for each other and their surroundings.
- Make children feel valued and welcomed in their surroundings.
- Encouraging the children to express themselves and their opinions

The written program will be prepared each week and put on display for children and families to view (as per Regulation 75).

Where staff see fit, they may post-plan to allow the children to develop their own interests and skills. Where a decision has been made to post-plan, staff will ensure this is written up in the appropriate manner.

The program will be recorded in the program folder and clearly displayed upon entrance to the Centre for all staff, parents and children to see.

Training in children's programming and activities will constitute part of staff development and be included as an item in the Centre's budget each year.

Children and parents are encouraged to incorporate their views, ideas and specific interests into the program through both verbal and/or written communication.

Staff will encourage feedback and input from children and parents in relation to the program. This may be done verbally, through the newsletter or in the family information brochure.

Staff will regularly talk to parents concerning their child's interests and activities and respond to parents' suggestions, requirements and expectations.

Children will be encouraged to be actively involved in the planning, implementation and evaluation of the program through group discussions, individual conversations and children's meetings. Likewise, parents and families will be actively encouraged to be

involved in the programming through individual conversation, mail correspondence, meetings and the Centre Newsletter.

Each child's progress in their learning and development will be assessed and taken into consideration when planning, implementing, documenting and evaluating written programs.

Documentation will be taken of each individual child in the service to adequately evaluate their well-being, development and learning. This will be prepared in such a way that it is readily understandable to the parents and families as well as the staff in the Centre. Families will be presented with a copy of the documentation in respect to their child as requested. This information will be presented so that it explains the child's participation on the Centre's educational program. Information about the content and operation of the educational program will be readily available to parents, displayed at the Centre at all times.

### **Sources**

- Education and Care Services National Regulations 2011
- National Quality Standard (NQS)
- Education and Care Services National Law Act (2010) Section 168
- My Time, Our Place: A Framework for School Aged Care in Australia – V2.0

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