

## 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 feel safe, secure and supported
LO. 3	Children become strong in their social and emotional wellbeing
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 4	Children use a range of 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

- NORMANHURST OSHC Policy A-1: Hours of Operation
- NORMANHURST OSHC Policy A-2: Priority of Access
- NORMANHURST OSHC Policy A-3: Philosophy
- NORMANHURST OSHC Policy A-5: New Children Orientation
- NORMANHURST OSHC Policy A-8: Dropping off and Picking Up
- NORMANHURST OSHC Policy A-9: Absent and Missing Children
- NORMANHURST OSHC Policy A-11: Maintenance of Records
- NORMANHURST OSHC Policy A-13: Participation and Access
- NORMANHURST OSHC Policy A-14: Complaints
- NORMANHURST OSHC Policy A-15: Role of the Management Committee
- NORMANHURST OSHC Policy A-18: NQF
- NORMANHURST OSHC Policy C-3: Educator Orientation and Induction
- NORMANHURST OSHC Policy D-3: Food and Nutrition
- NORMANHURST OSHC Policy D-22: Child Protection Policy
- NORMANHURST OSHC Policy D-23: Child Management
- NORMANHURST OSHC Policy E-2: Written Programs
- NORMANHURST OSHC Policy E-6: Movies, Videos and Television
- NORMANHURST OSHC Policy E-8: Homework
- NORMANHURST OSHC Policy E-9: Out-Of-Centre Activities

## Procedure

The Educational Leader will be responsible for the programming cycle. Educators and children will work in collaboration to develop a child centred program. The program will reflect 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:

- The child will have a strong sense of identity
- The child will be connected with and contribute to his or her own world
- The child will have a strong sense of wellbeing
- The child will be a confident and involved learner

- The child will be an effective communicator.

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

- Secure, respectful, and reciprocal relationships
- Partnerships with Families
- High expectations and equity
- Respect for diversity
- Ongoing learning and reflective practice
- Emotional wellbeing of the children

Educators will use varying pedagogical practices to promote children's learning by:

- Adopting holistic approaches
- Collaborating with children
- Planning and implementing play and leisure activities
- Acting with intentionality
- Creating physical and social school age care environments that have a positive impact on children's development, wellbeing, and community building
- Valuing the cultural and social contexts of children and their families
- Providing for continuity in experiences and enabling children to have a successful transition
- Using reflection processes and documentation about children's wellbeing and learning to inform and evaluate programs and to support 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
- Promote physical activity
- Provide creative experiences

The written program will be prepared for each day and put on display for children and families to view (as per Regulation 75). Programs will also be displayed on the Centre's website where appropriate.

Where educators 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, educators will ensure this is written up in the appropriate manner.

Training in children's programming and activities will constitute part of educator's 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.

Educators 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.

Educators 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.

Each child's progress in their learning and development will be assessed and taken under 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 (Reg. 74(1)(b)). This will be prepared in such a way that it is readily understandable to the parents and families as well as the educators in the Centre. Families will be presented with a copy of the documentation in respect to their child as requested (Reg. 76). This information will be presented so that it explains the child's participation in 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

Endorsed Date:	18/11/2020
Review Date:	18/11/2022

N · O · O · S · H

---