

Programming Policy

POLICY STATEMENT

Our Centre will develop and implement a balanced program that is stimulating, interesting and exciting and which allows opportunities for children to play, explore and develop new skills.

Children and families are encouraged to be actively involved in the planning, implementation and evaluation of the program.

The program will be an ongoing cycle reflecting pre-planned activities (PPA), spontaneous activities, children's voices and current events both locally and around the world.

Audio visual electronic entertainment (including but not limited to television, films, DVDs, CD's, Ipad's and computers) can be used as part of the program of activities after thoughtful consideration relating to the content and message of the media. Staff will ensure all audio visual electronic entertainment is suitable for the children's ages and that family's permission has been given.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
r73, r74, r76, r155, r156, r168. 100 -102, 168	2.2, 4.2, 4 & 5	<ul style="list-style-type: none"> - Family Handbook - Staff Handbook - Programming and evaluation records - Grievance policy - Child Safe Environments - Behaviour Guidance - Health and safety 	<ul style="list-style-type: none"> - My Time, Our Place. - Film ratings from Australian Broadcasting Authority - Voluntary Code of Practice Section 12 (Videos and Films).

PROCEDURE

1. The Centre's permanent staff will be responsible for the development of a child centered program that reflects the philosophy of the service and meets the social, physical, recreational, intellectual, creative and emotional developmental needs of the children attending.
2. Programming will be discussed at the weekly permanent staff meeting as well as all monthly staff meetings to ensure all staff are involved in programming.
3. Programs will be developed for all aspects of the Centre including before school, after school, vacation care and school staff development days.
4. A written program will be displayed for children and families to see.
5. All stakeholders will have the opportunity to add to the program with room for input and reflection.
6. Every staff member will be allocated time each day to complete an observation and/or add to the weekly program.
7. Training in children's programming and activities will constitute part of staff development and be included as an item in the services budget each year.
8. Staff will encourage feedback and input from children and families in relation to the program.
9. Children will be encouraged to be actively involved in the planning, implementation and evaluation of the program through discussions, conversations, group meetings and forward planning/program flow chart.
10. All children's opinions will be considered.
11. The program will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the Centre.

12. Staff will interact with children and where appropriate participate in activities and encourage children to try new activities.
13. The program will be evaluated on an ongoing basis to ensure it is meeting the needs of individual children and the families in the service.
14. Special group activities for older children may be implemented as part of the program according to need. They should be implemented where there are suitable numbers of older children and adequate staffing levels can be maintained.
15. The program will be evaluated each week by permanent staff members documenting the strengths and weaknesses of the program and how staff will implement extensions from spontaneous activities, children's voices and feedback from the community for the following week/term/vacation care.
16. Staff will aim to document each child at least once a month highlighting their growth and development as an individual. This will be recorded in each child's online journal
17. A written program for vacation care indicating excursions and times will be provided for the families prior to the vacation care starting.
18. Excursions and incursions will also be integrated into the program to provide a variety of new experiences and promote business/activities in the local community.
19. The program aims to:
 - Promote the importance of play in the child's life.
 - Reflect the cultural and language diversity of the local and wider community.
 - Consider all developmental areas.
 - Consider the age range of children.
 - Consider individual and group interests, needs, skills, talents and abilities.
 - Be balanced providing a range of indoor/outdoor activities, quiet/active times and areas, structured/unstructured activities.
 - Provide a variety and choice of activities for the children.
 - Be stimulating, interesting and exciting, to allow for opportunities to explore and develop new skills.
 - Provide a variety of toys and equipment available to all children regardless of age or gender.
 - Foster children's independence and self-help skills.
 - Foster friendships and encourage co-operative and responsible behaviour among children.
 - Provide children with opportunities for self-expression and self-direction.
 - Provide an environment that will foster the child's self-esteem.
 - Help children develop self-discipline skills through positive example and direction.
 - Help children to appreciate and care for each other and their surroundings.
 - Make the children feel welcomed and valued in the Centre.
 - Reflect sustainability practices and help children to develop a respect for the environment.

MULTIMEDIA USE & ENTERTAINMENT

PROCEDURE

1. All audio visual electronic entertainment must have either a G or PG rating. The Co-ordinator must seek the approval of the Committee for all PG material. The Co-ordinator will arrange for a list of approved PG material to be kept and maintained. The list will be kept in an area that is accessible by staff and parents.
2. Audio visual electronic entertainment may be used and, when used, should be planned as part of a balanced program of activities. They could highlight a particular activity or interest in the program.
3. Audio visual electronic entertainment may be planned as part of the program during vacation care and advertised in the program to the families.
4. Families should be notified that G and PG rated audio visual electronic

entertainment may be used and permission sought in the enrolment application.

5. Families will be required to sign a consent form when taking children to see a film at the cinema.
6. Families should be notified of any DVDs being screened at the service. The title of the film should be included on the form.
7. Information regarding the film or video should be given including title, ration and a general description of the content.
8. Children should continue to be provided with other activities during the showing of a DVD and be properly supervised, even if the majority of the children are attending the viewing.

Photography and Filming

1. Photography and filming will be for programming and promotional purposes only.
2. Photos and videos will only be taken by staff.
3. Prior consent must be obtained from the child's family as part of the enrollment application.

Computer Access

1. Computers and iPad's are available at the Centre for the children. All children will have access to the computer and iPad's in a safe supervised manner at appropriate times throughout the routine/program.
2. Generally, in the interests of sharing, each child's access will be reasonably short.
3. All computers and iPad's have been set up to be child friendly with restricted access. In the case of children needing to access other sites for homework / research projects, staff will ensure that every effort is made to ensure the content searches are appropriate.
4. Children will not be informed of the Centre internet passwords to maintain privacy and child protection at all times.

REVISIONS

Date of review	Reviewed by	Endorsed by	Date of next review
			17.01.17