



Coowarra Out Of School Hours

Care Service Inc

Written Programs Policy

POLICY STATEMENT

At Coowarra OOSH, 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 reflect the cultural diversity of today's society and of the children attending and pay respect to the Traditional Owners of the Land by embedding Aboriginal perspectives and culture into our everyday practice.

Children and parents are encouraged to be actively involved in the planning and implementation and evaluation of the program, a suggestion box is provided for families and children provide ideas based on their own interests weekly and help us to evaluate by writing or telling us their opinions on activities.

PROCEDURE

- The Educational Leader alongside the Educators, in consultation with the children, will be responsible for development of a child centred program, which reflects the philosophy of the centre.
- Educational Leaders will oversee the program to ensure it is meeting the developmental needs, interests and experiences of each child, however it is the responsibility of all Staff to ensure that programmed activities are available daily and that evaluations, observations and reflections are taking place on a regular basis offering suggestions and ideas for program delivery based on children's interests and needs.
- Through a holistic approach, we work to assist and encourage the children to meet the learning outcomes set in the My Time Our Place Framework.
- The written program will be prepared weekly and the activities for each day will be displayed for staff, children and families to see, enabling staff, children and families to reflect upon and providing them the opportunity to give feedback, input and suggestions for follow up experiences and learning extensions.
- Children, staff and families are encouraged to incorporate their views, ideas and specific interests into the program. Educators will regularly talk to families concerning their child's interests and activities and respond to family's suggestions, requirements and expectations.
- Children will be encouraged to be actively involved in the planning, implementation and evaluation of the program, through discussions,



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conversations, group meetings and planning. All children's opinions will be considered.

- Programs will be developed for all aspects of the centre, before school, after school, vacation care and school staff development days.
- A written program for vacation care indicating excursions and times will be provided for the parents prior to the vacation care starting. This will also include permission notes for planned excursions.
- Documentation and meaningful displays makes children's learning visible and helps ensure children's wellbeing and need for rest, leisure and engagement are being met through the program.
- The program will provide both structure and be flexible to allow for spontaneity and enjoyment in the centre.
- Educators will be allocated time each week to fulfil the task of programming as part of their duties and be provided with training and mentoring opportunities as part of their professional development
- Educators will interact with children and where appropriate participate in activities and encourage children to try new activities.
- The program will be evaluated on an ongoing basis to ensure it is meeting the needs of individual children and the families in the centre.
- Separate group activities for older children may be organised 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.
- We Support the United Nations Convention on the Rights of the Child - Article 31 - Leisure, play and culture Every child has the right to relax, play and take part in a wide range of cultural and artistic activities
- By adopting a holistic approach and our commitment to the Approved Learning Frameworks enables us to create a program that:
 - 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 interest, 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.



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- Provide children with opportunities for self-expression and self-direction.
- Provide an environment, which 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.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Education and Care Services National Law Education and Care Services National Regulations	Quality area 1	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - My Time Our Place – Framework for School Aged Care - Education and Care Services National Quality Standards\ - United Nations Convention on the Rights of the Child– Article 31 - Service Philosophy -

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2027