

Policy Statement

Activity Centres Incorporated aims to provide an Educational program that supports the child's right to learn through play and leisure. ACI aims to provide a flexible program that allows children choice, and reflects each child's ideas, interests, and suggestions. ACI aims to ensure that the experiences provided are fun, challenging and meaningful, and allow children to develop skills in a safe, inclusive and respectful environment.

Our Philosophy and Program Statement will be evident in our program delivery. We believe that the children's time spent at the Service is a time for play and leisure and we support United Nations Convention on the Rights of the Child – Article 31.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011 – current version 1 February 2018
- ✓ 2018 Education and Care Services National Quality Standards
- ✓ My Time Our Place – Framework for School Aged Care In Australia
- ✓ United Nations Convention on the Rights of the Child– Article 31
- ✓ Activity Centres Inc. Philosophy
- ✓ Activity Centres Inc. Program Statement
- ✓ Activity Centres Inc. Policies and Procedures

Our Program Statement

Our aim is to provide all children with the opportunity to engage in a diverse variety of freely chosen activities that are fun, meaningful and challenging, by allowing child focused play, offering a wide variety of resources will allow each child to engage in play with their peers or on their own to enable them to develop skills and confidence at a level they feel comfortable.

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 My Time Our Place framework enables us to create a program that:

- ☐ Promotes the importance of play in the child's life
- ☐ Reflects the cultural and language diversity of the local and wider community
- ☐ Considers all developmental areas
- ☐ Considers the age range of children
- ☐ Considers individual and group interests, needs, skills, talents and abilities
- ☐ Be balanced providing a range of indoor/outdoor activities, quiet/active times and areas and structured/unstructured activities
- ☐ Provides a variety and choice of activities for the children
- ☐ Be stimulating, interesting and exciting, to allow for opportunities to explore and develop new skills
- ☐ Provides a variety of toys and equipment available to all children regardless of age or sex
- ☐ Fosters children's independence and self-help skills
- ☐ Fosters friendships and encourages co-operative and responsible behaviour among children
- ☐ Provides children with opportunities for self-expression and self-direction
- ☐ Provides an environment, which will foster the child's sense of identity and wellbeing
- ☐ Helps children develop self-discipline skills through positive examples and direction
- ☐ Helps children to appreciate and care for each other and their surroundings
- ☐ Makes the children feel welcomed and valued

Programming Policy

Procedures

- ☐ 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.
- ☐ The Service program will reflect the five outcomes outlined in My Time Our Place.
- ☐ The Service program will be displayed in an accessible place in the Service for families and children to view that will show specific programmed daily activities that are based on children's interests, ideas or follow up from observations or reflections that Staff have noticed.
- ☐ The Program Statement display will incorporate all activities that children have free access to on a daily basis.
- ☐ The program will provide opportunities for a mixture of structured and unstructured indoor and outdoor experiences and be flexible to allow spontaneous activities to occur throughout the session/day to allow children to freely follow their own interests.
- ☐ The program will take into consideration each child's needs in relation to their social, physical, intellectual, creative and emotional developmental areas. Activities will be programmed to support the development of skills for children. These will be determined through observation, discussion, surveys, reflection, evaluation and informal and formal conversations with Staff, children and families. This is the responsibility of all Staff to ensure that this documentation is gathered on a regular basis for each child in our care.
- ☐ Daily programmed activities will consist of ideas gathered from children, parents and Staff via various methods such as suggestions, surveys, reflections and evaluations of children's needs.
- ☐ Spontaneous and planned activities will be documented in a format that will be easily accessible to families – so they can see what their child has engaged in at the Service.
- ☐ Observations, evaluations, reflections, conversations, interests, milestones not being met, profiles of children and programming all form part our Cycle of Planning book.
- ☐ 'All About Us Book' (day book) records daily activities and experiences with photo evidence for families to view. We use this book as a tool to inform new families of the program.
- ☐ 'It's All About Me' is a confidential folder for Staff to be aware of children with additional needs and children with medical conditions to plan for their learning.
- ☐ 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.
- ☐ Staff will regularly evaluate and reflect on the program delivery in consultation with children and families to ensure we are meeting the needs of each child enrolled in our care.
- ☐ Program delivery is not limited to individual activities but should include regular events in the routine such as arrival, departure, school drop off and collection, meal times and general interactions with children, Staff and families. All these should be seen as opportunities to ensure that children feel like the Service is a place they are welcome at and they have ownership of.

Checklist for Staff

- ☒ Program to be developed through consultation with Educational Leaders, Staff, children and families – observations, discussions, surveys, reflections, evaluations and informal and formal conversations.
- ☒ Program will reflect Service Philosophy, program statement and My Time Our Place outcomes.
- ☒ Educational Leaders and Staff are to work collaboratively to ensure the program meets the interests, ideas and developmental needs of each child in our care.
- ☒ Program delivery is flexible, allowing free choice in participation and activities.
- ☒ Program delivery incorporates all aspects of Service delivery, including routines etc and not just individual activities.
- ☒ Program documented in a format that is easily accessible to families.
- ☒ Program to be evaluated and reflected on regularly by Educational Leaders and Staff.

Programming Policy

_____end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 28th November 2018
Programming Policy is to be reviewed by the 28th November 2020