

My Place Family Day Care Guide to Documentation

(07) 3372 1711
FDCadmin@ich.org.au
www.MyPlaceFDC.org.au
38 Sittella Street, Inala Q 4077

Facebook.com/MyPlaceFamilyDayCare



MINIMUM REQUIREMENTS as per Regulation 4.1-73,74,75,76

1. A weekly plan that is visible to families

Educators are to follow the Early Years Learning Framework and be guided by the Early Years Planning Cycle using children's interests and needs, intentional teaching and working in partnership with families.

You can use

- My Place Weekly Plan (All below requirements are already on this plan).
- Apps and other forms of documentation. (These forms must meet the following requirements:)

Must include

- 1) Intentional Teaching
- 2) Children's interests and what learning occurred. What is evolving?
- 3) Parent/ child/coordinator/ community input within the program or discussions.
- 4) Reflection on program - This is the opportunity to give thought to your and explore eg: -
 - Why are you doing things a certain way?
 - What outcomes are you achieving?
 - How are resourcing and researching information to implement into your program?
 - What improvements or what is working well to achieve the best outcomes for children?
- 5) Further extensions
- 6) Links to outcomes
- 7) Principles and practices

Other reflections to be done throughout the year include:

Individual Improvement Plans: As a result of your reflections, this can be undertaken and reviewed with your Coordinator. This can also be done individually by the Educator.

Ongoing Reflective Questions

2. A record of EACH child's assessment of learning - Portfolio

The Portfolio Must include:

1. Individual child's "Accomplishment and Celebration Chart"

- Entry to be made monthly / child in care and can be documented more than once.
- linking from weekly plan.

The Child "Accomplishments & Celebrations Chart" can be copied for parents and must be forwarded to the office to be placed on the children's file.

2. An observation or item of learning

- a link to a Learning Outcome
- Entry to be made monthly/child

Items which **COULD** be included in the child's portfolio are:

- "All About Me" form
- Photos showing learning journey/displays
- Learning Stories
- Bubble/Mind/Mud Map
- Written Observations
- Regular samples of artwork/craft/drawings
- Mementos e.g. something special
- Written insertions by the Educator
- Child and family input
- Videos/audio recording
- Photo Collage

*Portfolios are a learning journey given at the end of the or when a child ceases care. The Child Accomplishments & Celebrations form **MUST** be forwarded to the office to be placed on the children's file.*