

3.1 Educational Program and Practice Policy

1. Purpose

To provide a stimulating, safe and caring environment while responding to the individual needs of children in care. To ensure Educators and staff reflect on their practices and the children's experiences to promote on going learning and development.

2. Scope

This policy shall apply to Service staff, parents, children and Educators.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child**

Educator: A suitably qualified person who is registered with the Service.

Approved Learning Frameworks: [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#) (EYLF) and [My Time, Our Place: Framework for School Age Care in Australia](#) (MTOF).

4. Policy

My Place Family Day Care provides experiences that reflect a high-quality early childhood & school age program providing a safe and nurturing environment that meets the individual needs of each child and promotes the physical, social, emotional and cognitive development of the children involved in the program.

4.1 Program

Educators will offer an educational program to each child based on the applicable approved learning frameworks and the child's abilities, developmental needs, interests and strengths.

The Service's Coordinators will support Educators to provide an unstructured program that shows flexibility in a safe and caring family environment that responds to children's group

and individual strengths, needs, abilities and interests allowing opportunities for children to be competent and confident learners.

The Service's Educational Leader will lead and implement the assessment and planning cycle across the Service.

Educators will implement and document an assessment and planning cycle for each child.

4.2 Practice

The Service recognises the foundation of all programs for children birth to 5 years enrolled at the Service is based on the EYLF principles and practices.

The Service recognises the foundation of all programs for school age children enrolled at the Service is based on the MTOP principles and practices.

4.3 Reflective Practice

The Service recognises the importance of reflective practice. Reflective practice is a cycle of on-going learning to help discover more about (Educator and staff) one's self, the children, the environment and the work staff and what Educators do with children as early childhood professionals.

4.4 Display and Retention

Educators will display the current educational program at their residence.

Educators will on request provide parents with information about the content and operation of the program, their child's participation and assessment documentation of their child's wellbeing, development and learning.

Coordinators will monitor and support Educator's documentation of educational program and assessment of child each's learning.

The Service will retain the assessment and learning documentation for the prescribed period outlined in the Education and Care Services National Regulations

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	11/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 4.1 Hygiene and Infection Control Policy
- 4.7 Sun Protection
- 4.9 Safe Sleep Policy
- 6.1 Child Safe Environment
- 6.2 Child Safe Equipment
- 10.3 Confidentiality, Records and Register Management Policy

Procedures

- 3.1 Educational Program and Practice Procedure
- 3.2 Reflective Practice Procedure
- 3.5. Cultural Diversity Procedure
- 3.6 Celebrations Procedure
- 3.7 Inclusion Procedure
- 4.5 Handwashing Procedure
- 4.6 Nappy Changing Procedure
- 4.7 Toileting Procedure
- 4.8 Dental Care Procedure
- 4.9 Bathing Procedure
- 4.25 Sun safe Practices
- 4.26 Safe Sleep Procedure
- 4.27 Rest and relaxation Procedure
- 6.10 Nursey Equipment Procedure
- 6.11 Play equipment Procedure
- 6.12 Toys and Resources Procedure
- 6.14 Water Safety Procedure
- 7.4 Emergency Drills and Evacuations Procedure
- 8.12 Role of Educator Procedure
- 8.13 Role of Educator Assistant Procedure
- 10.6 Confidentiality Procedure

10.7 Records Management Procedure

Forms

Planning Sheet

Other Documents-

Educator Guide to Documentation

References

Belonging, Being and Becoming: The Early Years Learning Framework for Australia, Commonwealth of Australia, 2009

My Time, Our Place: Framework for School Age Care in Australia, Commonwealth of Australia, 2011

FDCAQ, Get it Together kit 2015

Guide to the National Quality Framework, Australian Children's Education and Care Quality Authority, 2018, National Quality Standards (2018): Quality Area 1: Educational program and practice: 1.1 Program: the educational program enhances each child's learning and development 1.1.1 Approved Learning Framework, 1.1.2 Child-centred, 1.1.3 Program learning opportunities.

1.2 Practice: Educators facilitate and extend each child's learning and development

1.2.1: Intentional interactions, 1.2.2 Responsive teaching and scaffolding, 1.2.3 Child directed learning

1.3 Assessment and Planning: 1.3.1 Assessment and planning cycle, 1.3.2 Critical reflection, 1.3.3 information for families

Education and Care Services National Law 2010 - S168 Offence relating to required program

Education and Care Services National Regulations 2011 (current as at 1 July 2018) – R.73 Educational Program

R.74 Documenting of child assessment or evaluation for delivery of educational program

R.75 Information about the educational program to be kept available

R.76 Information about educational program to be given to parents

R.177 Prescribed Enrolment and other documents to be kept by approved provider (1)(d)

R.178 Prescribed enrolment and other documents to be kept by family day care educators (1) (a)

R.183 Storage of records and other documents (2) (d)