

E-1 Daily Routines

NQS

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| QA. 1.1.1 | Approved learning framework. |
| QA. 1.2 | Practice. |
| QA. 1.2.1 | Intentional teaching. |
| QA. 1.2.2 | Responsive teaching and scaffolding. |
| QA.2.1.1 | Wellbeing and comfort. |
| QA. 2.1.3 | Healthy lifestyle. |
| QA.2.2.1 | Supervision. |
| QA. 4.1 | Staffing arrangements. |
| QA. 4.2.2 | Professional standards. |
| QA. 6.1.1 | Engagement with the service. |
| QA. 6.1.3 | Families are supported. |
| QA. 7.1.2 | Management systems. |
| QA. 7.1.31 | Roles and responsibilities. |

National Regulations

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| Reg. 56 | Review and revision of quality improvement plans |
| Reg. 73 | Educational Programs |
| Reg. 75 | Information about educational program to be kept available |
| Reg.123(1)(d) | For children over preschool age, 1 educator to 15 children |
| Reg. 168 | Education and care service must have policies and procedures |
| Reg. 388 | Educator to child ratios – centre based services. |

My Time, Our Place

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| LO. 1 | Children feel safe, secure and supported |
| LO. 3 | Children become strong in their social and emotional wellbeing |
| LO. 3 | Children take increasing responsibility for their own health and physical wellbeing |
| LO. 4 | Children use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating |

Policy Statement

We aim to develop and implement daily routines to reflect a balanced program that is stimulating, interesting and exciting and maximizes the children's learning, while allowing children opportunities to play, explore and develop new skills. We recognise that children require structure and organisation as well as time for play and leisure therefore these needs will be reflected in our daily routines.

Related Policies

- THE KIDS CASTLE Policy A-1: Hours of Operation
- THE KIDS CASTLE Policy A-2: Priority of Access
- THE KIDS CASTLE Policy A-3: Philosophy
- THE KIDS CASTLE Policy A-5: New Children Orientation
- THE KIDS CASTLE Policy A-8: Dropping off and Picking Up
- THE KIDS CASTLE Policy A-9: Absent and Missing Children
- THE KIDS CASTLE Policy A-11: Maintenance of Records
- THE KIDS CASTLE Policy A-13: Participation and Access
- THE KIDS CASTLE Policy A-14: Complaints
- THE KIDS CASTLE Policy A-15: Role of the Management Committee
- THE KIDS CASTLE Policy A-18: NQF
- THE KIDS CASTLE Policy C-3: Staff Orientation and Induction
- THE KIDS CASTLE Policy D-3: Food and Nutrition
- THE KIDS CASTLE Policy D-22: Child Protection Policy
- THE KIDS CASTLE Policy D-23: Child Management
- THE KIDS CASTLE Policy E-2: Written Programs
- THE KIDS CASTLE Policy E-6: Movies, Videos and Television
- THE KIDS CASTLE Policy E-8: Homework
- THE KIDS CASTLE Policy E-9: Out-Of-Centre Activities

Procedure

A daily routine will be developed and implemented by the staff and Management Team.

The routine will reflect the Centre's philosophy.

The routine will be structured around regular events of the day such as arrival, departure, school drop off and collection and afternoon tea. The routine will incorporate times for a mixture of structured and unstructured activities.

The routine will take into consideration all children's needs in relation to their emotional, social, physical, creative and developmental areas (as per Regulation 73)

Developing each child's own creative leisure skills will also be a consideration when planning the daily routine.

The routine will be part of a review process and adapted to meet the varying and changing needs of the children in relation to before school, after school and seasonal conditions.

The routine will be recorded and displayed where staff and parents and children can clearly see (as per Regulation 75).

The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the Centre.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard (NQS)
- My Time, Our Place
- Privacy Act 1988
- Public Health Act 2010
- Family Law Act 1975

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