

E-1 Daily Routines

Epping Heights OSHC.

NQS

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. 7.1.3	Roles and responsibilities.

National Regulations

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

My Time, Our Place

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, maximising children's learning, while allowing children opportunities to play, explore and develop new skills. We recognise that children require both

structure and organisation as well as time for play and leisure therefore these needs will be reflected in our daily routines.

RELATED POLICIES

- Epping Heights OSHC Policy A-1: Hours of Operation
- Epping Heights OSHC Policy A-2: Priority of Access
- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-5: New Children Orientation
- Epping Heights OSHC Policy A-8: Dropping off and Picking Up
- Epping Heights OSHC Policy A-9: Absent and Missing Children
- Epping Heights OSHC Policy A-11: Maintenance of Records
- Epping Heights OSHC Policy A-13: Participation and Access
- Epping Heights OSHC Policy A-14: Complaints
- Epping Heights OSHC Policy A-15: Role of the Management Committee
- Epping Heights OSHC Policy A-18: National Quality Framework
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy D-3: Food and Nutrition
- Epping Heights OSHC Policy D-22: Child Protection – Mandatory Reporting
- Epping Heights OSHC Policy D-23: Child Management / Behaviour Guidance
- Epping Heights OSHC Policy E-2: Written Programs
- Epping Heights OSHC Policy E-6: Movies / DVD / TV
- Epping Heights OSHC Policy E-8: Homework
- Epping Heights OSHC Policy E-9: Out of Centre Activities

PROCEDURE

A daily routine will be discussed and organised by the staff.

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 regularly reviewed 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.

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
- My Time, Our Place
- Privacy Act 1988
- Public Health Act 2010
- Family Law Act 1975

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