

# Family Day Care

## Children's Education Program

**Section:** 1 Educational Program and Practice

**Policy ID Number:** 1.1

**Link to National Quality Standard:** 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.3.1, 1.3.2, 1.3.3, 7.2.2

**Link to Education and Care Services National Legislation:** As168, r73 – r76, r323

### 1 Policy Statement

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All children in Family Day Care will be provided a high-quality care and education program based on their developmental needs, interests and experiences; considering the individual differences of each child.

### 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To support Educators to understand the requirements in relation to developing, delivering and reflecting on a program for children.

To ensure a high-quality children's program is delivered to each child in care, meeting their individual needs and circumstances.

To ensure families are provided with information about their child's individual learning and development and the program they are participating.

### 3 Procedures

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#### 3.1 Educational leadership

- The service has delegated Educational Leaders who lead the support of Educators in delivering their educational program, including reflective practice. The Educational Leader is supported in this role by the Coordinator of Children's Services and all Resource Officers.
- Supported by the Educational Leader and Coordination Unit staff, Educators will provide children with a care and education program that is based on an approved learning framework. These are the National Early Years Learning Framework and My Time Our Place (a framework for school aged care) and the Victorian Early Years Learning and Development Framework.
- The service philosophy will also guide Educators planning and practice in delivering the care.
- The Educational Leader will support Educators by undertaking visits, facilitating mentoring groups and training and linking Educators to training sessions that will support them in providing programs for children.
- The Educational Leader, Resource Officers and Children's Services Coordinator will work together to ensure ongoing support to Educator by all team members.

#### 3.2 The children's program

- The children's program will contribute to the following Learning Outcomes for each child:
  - the child will have a strong sense of identity;
  - the child will be connected with and contribute to his or her world;

- the child will have a strong sense of wellbeing;
- the child will be a confident and involved learner;
- the child will be an effective communicator.
- Educators will develop the program based on the developmental needs, interests and experiences of each child in their care.
- The individual needs of each child and family will be reflected in the children's program, as well as including interactions with the broader community. EG: Library visits, visits to local parks, playgroups, visits with other Educators.
- The Educator will ensure that diversity is embedded in the environment/program and provide an open and accepting setting for all children and families.
- Educators will listen to and incorporate each child's requests and feedback, be guided by their engagement with the experiences provided, and respond to and include incidental events as they arise.
- Families will be invited to comment on and contribute to the children's program.
- Educators will regularly reflect on the program, modify and adjusting it as needed to ensure it continues to meet each child's changing needs.
- Educators will use intentional teaching as appropriate to introduce children to concepts and ideas that will further develop their learning and development.
- Educators will consider the level of participation that is required by them in the program, such as fostering conversation in the group to promote the learning experience.

### **3.3 Documenting the program and children's learning**

- Educators will document the children's program and ensure this is displayed in a place that is accessible to families, either on paper or digitally.
  - The children's program will consider all aspects of the day including the indoor and outdoor environment, routines and transitions and experiences provided.
- The Coordination Unit will provide Educators with a template to support them to document their program. Educators are NOT required to use this template; however, it will outline the minimum requirements for documentation of the children's program. Educators can meet these programming and documentation requirements in any format that suits them and the children and families they are working with.
- The documented program must be updated at least once a month and must include adjustments and reflections.
- In addition to documenting the children's program, Educators will also document the learning and development of each child. This can be done either digitally or in hard copy; either way this documentation must be stored confidentially and only made available to the child, their family and the Coordination Unit.

#### Preschool aged children

- The Educator will document observations they have made about each child's:
  - developmental needs, interests, experiences and participation in the program; and
  - progress against the outcomes (listed above).

#### Primary school aged children

- Where an Educator provides before and after school care and/or school holiday program care they will document evaluations of the child's wellbeing, development and learning.

### 3.4 Documentation expectations of Educators by staff are:

- Observations: It is recommended that there should be individual entries indicating a child's learning for each week a child is in care. There should also be group entries about the children which evidence the group interactions and achievements.
- Program Plan: The Program Plan should be for a period no longer than one month. There are to be entries/information which explain how the Plan has evolved and changed over the month.
- Documentation will be a holistic process where all these elements are brought together and assessed in their entirety.
- The EYLF and VEYLDF do not have prescribed ways to document learning or set amount of documentation that is to be done. The Coordination Unit strongly recommends that Educators maintain and update their records each week. All documentation needs to be sufficient to meet the requirements listed above. The Educational Leader and Resource Officers will support Educators in developing methods to record children's learning on an ongoing basis.
- When a child leaves the service, or an Educator resigns the Educator is required to return all documentation in relation to the program and each child to the Coordination Unit. Families may also request documentation relating to their child at any time.

### 3.5 Cycle of planning

- The Educators documentation (both program and children's learning) and the program delivered will be interlinked to evidence a Cycle of Planning. As per the ACECQA recommended Cycle of Planning in the EYLF V2.0. The Educational Leader and Resource Officers will work with and support the Educator to implement this.

## 4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)

## 5 Definitions

| Term      | Definition  |
|-----------|---|
| Diversity | <p>The Merri-bek community is diverse and made up of people from many different backgrounds and abilities. Merri-bek City Council promotes the inclusion of everyone.</p> <p>Family Day Care will provide an inclusive environment that welcomes all children and families including those that are Aboriginal and Torres Strait Islander, that are culturally diverse, that have diverse abilities and are gender diverse.</p> |

### Revision History

| Date          | Revision No.     | Revision Section | Revision Description                   |
|---------------|------------------|------------------|--|
| February 2022 | 1.0              | All              | Initial Policy Release (creation date) |
| February 2024 | TBD              | TBD              | TBD                                    |
| February 2026 | Next Review Date |                  |  |

## Appendix A: Cycle of Planning

Quality Support Program

