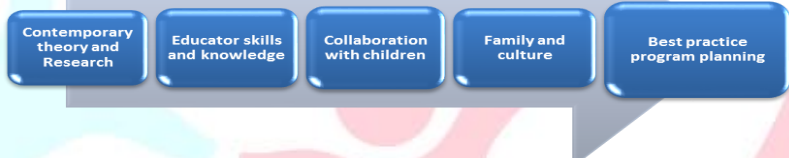




OSC-NT PS.12 – Educational Program and Practice Policy

<p>Policy Description</p>	<p>This Policy documents outlines the methods used to ensure that as per the following regulation:</p> <p>73 Educational program</p> <p>(2) An educational program is to contribute to the following outcomes for each child</p> <p>(a) the child will have a strong sense of identity;</p> <p>(b) the child will be connected with and contribute to his or her world;</p> <p>(c) the child will have a strong sense of wellbeing;</p> <p>(d) the child will be a confident and involved learner;</p> <p>(e) the child will be an effective communicator.</p> <p>OSC-NT will ensure that all educators are familiar with and implement learning activities as per the <i>My Time, Our Place—Framework for School Age Care in Australia</i> and <i>The Early Years Learning Framework</i>.</p> <p><i>A school age care program encompass all the interactions, experiences, routines and events, planned and unplanned, which occur in an environment designed to support wellbeing and foster children’s learning and development.</i></p> <p><i>(The Framework, p.6)</i></p> <p><i>Figure 1: The components of program planning</i></p> 
<p>1.0 Educational Leader</p>	<p>OSC-NT will designate in writing at least one (1) person, per site as the Educational leader. The person designated must accept designation in writing.</p> <p>This person must have obtained an approved qualification or be working towards a minimum CERT III in a related subject and have the interest and aptitude to develop learning programs and ensure that programming is developed, implemented and recorded appropriately.</p> <p>The name, photo and educational attainments of the Educational leader will be displayed at the service at all times.</p>
<p>2.0 Program Development</p>	<p>Program development is achieved by:</p> <ol style="list-style-type: none"> 1. Documenting children’s interests and developmental stages 2. Developing learning themes which incorporate required outcomes 3. Use of scaffolding to build upon activities programming already undertaken 4. Planning based upon an ongoing cycle underpinned by reflective practice <p>Figure 2: Program planning</p>

	<div data-bbox="794 208 1082 456" data-label="Diagram"> <pre> graph TD A[Observe/Review] --> B[Question] B --> C[Plan] C --> D[Act/Do] D --> A </pre> </div> <p data-bbox="504 517 1377 600">Each Educator will be provided with rostered non contact time in which they will be able to write and complete reflections, learning stories and develop programs on a cyclical basis using Kidsoft MTOP and EYLF software tools.</p>
<p data-bbox="204 629 384 680">4.0 Programming Documents</p>	<p data-bbox="504 629 1134 656">OSC-NT use paper based and IT based programming documents.</p> <ol data-bbox="552 689 1396 1272" style="list-style-type: none"> 1. Weekly program (using learning web) The weekly program is based on children’s interests and is developed using a learning web concept. Activities build on themes and areas of learning already undertaken by the children – with outcomes and next steps identified. Group time discussions are used in order to obtain children’s input as to areas of interest and where to next. 2. Daily programming book Activities undertaken are recorded by means of photo and/or artwork evidence and descriptions in the weekly programming book – which is made available to parents attending the service. 3. Daily/Weekly reflections The weekly program is summarised into a weekly reflection in which the educational leader summarises the learning activities and outcomes and identifies how this will feed into future programming. 4. Learning stories (group and individual) Learning stories are undertaken to record specific activities and identify learning opportunities and outcomes. OSC-NT makes available to staff the KIDSOFT MTOP and EYLF software – which allows documentation of activities with text and photos into an online based system. <p data-bbox="504 1301 1348 1352">When programming for <i>pre-school</i> aged children OSC-NT will ensure the following are taken in to account:</p> <ul data-bbox="552 1391 1348 1503" style="list-style-type: none"> - assessments of the child’s developmental needs, interests, experiences and participation in the educational program; and - assessments of the child’s progress against the outcomes of the educational program <p data-bbox="504 1536 1396 1588">When programming for <i>school</i> aged children OSC-NT will ensure the following are taken in to account:</p> <ul data-bbox="552 1592 1348 1644" style="list-style-type: none"> - for a child over preschool age, evaluations of the child’s wellbeing, development and learning.
<p data-bbox="204 1682 464 1733">5.0 Availability of Programming Documents</p>	<p data-bbox="504 1682 1284 1765">OSC-NT will ensure that information about the contents and operation of the educational program for the service is displayed at a place accessible to parents of children being educated and cared for.</p> <ol data-bbox="504 1809 1369 2004" style="list-style-type: none"> 1. Program Display - Daily and weekly learning activities are displayed for Parent/regulatory to view 2. Program Folder – Daily and weekly learning activities are kept in an program folder for Parent/regulatory to view 3. MTOP and EYLF Software - In addition to the program folder, use of the KIDSOFT EYLF software allows learning stories and educator reflections to be recorded and stored online.

	<p>4. Online Parent Portal - By storing learning stories, reflections and observations online, OSC-NT is able to make available these documents online by offering parent's their own secure access to a web based PARENT PORTAL – which provides access to both group documents and documents which relate to the participation of the individual children.</p>
<p>6.0 Vacation Care Programs</p>	<p>In addition to the documents and programming activities identified above, OSC-NT also generates programs of activities for vacation care purposes.</p> <p>A weekly program of planned activities is designed in conjunction with children and is provided to parents and children. The weekly program aims to cover:</p> <ul style="list-style-type: none"> - A weekly theme which are developed: <ul style="list-style-type: none"> o Group sporting / learning activities o Cooking and craft activities - Special events planned – excursions and incursions
<p>Related Policies, Procedures, Forms or Checklists</p>	<ol style="list-style-type: none"> 1. Activities and Entertainment Policy 2. Educational Leader Display 3. Permission Form 4. Risk Assessment 5. Educational Leader Designation Form
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017. Regulations: 73-76 2. Education and Care National Law. Section 3(2)(a)(b), 3(3)(a)(c)(f), Section 167, Section 168 3. National Quality Framework, February 2018. Quality Area 1 4. Educators Guide to My Time, Our Place 5. Educators Guide to Early Years Learning Framework
<p>Version Control/Updates:</p>	<p>Version: 4.0 NOV 2015 To be reviewed and updated by: NOV 2016 Version 5.0 November 2017 To be reviewed and Updated by: Novmeber 2018</p>