



Policy: Program Planning

Background: To ensure all children at Stepping Stones Child Care Centre receive a quality program suited to their individual needs, capabilities and interests, the following procedures have been formulated.

- Qualified Room Leaders are to receive at least two hours non-contact time per week to plan their program, complete observations and collect resources.
- Developmental Programs are developed fortnightly and are situated in each classroom, families are encouraged to take the time to view these.
- Qualified staff structure their programs around curriculum areas appropriate to each age group. All programs are focused at enhancing intellectual, social, emotional and physical development, as per our Philosophy.
- Observations of children are documented regularly and are available to families in individual portfolios in each room. Observations form the basis for individual planning and assist staff to plan experiences for the group as a whole.
- Developmental checklists are completed at least twice per year and are used as a tool to assess children's development. These checklists highlight children's individual strengths and areas for future development. Staff use these checklists to refer to when conducting parent teacher interviews.
- Evaluations are undertaken during and at the end of each program. Program extensions are added to the program as a result of previous evaluations. This will ensure more flexible and spontaneous programming within the Centre.
- Our developmental programs are reviewed and evaluated on a weekly basis fortnightly by the Centre's Programs Advisor (Early Childhood Teacher). Our Program's Advisor is a mentor by supporting and enhancing depth and vision within the centre and its programs. Every week our Room Leaders spend time with the Programming Advisor to enhance their skills and knowledge.
- Families are encouraged to be involved in the Centres programs and their feedback is invited on the "Parent Feedback" section of the photo evaluation books, located in each room. Feedback received is used in the development of future programs and planning.
- Outdoor programs are developed fortnightly between our playgrounds. Outdoor programs are evaluated after implementation and used when developing future programs.

Source:

- National Childcare Accreditation Council - Quality Practices Guide (2005)

Developed: January 2007

Last Reviewed: 02.11.2009

To be Reviewed: November 2010

Reviewed in consultation with staff and parent committee members, at November 2010.