

## E-1 Daily Routines

### 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 and young people feel safe, secure and supported
LO. 3	Children and young people become strong in their social, emotional and mental wellbeing
LO. 3	Children and young people are aware of and develop strategies to support for their own mental and physical health and personal safety
LO. 4	Children and young people develop a range learning and thinking 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 dynamic and maximises 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**

- Concord OSHC Policy A-1: Hours of Operation
- Concord OSHC Policy A-2: Priority of Access
- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy A-5: New Children Orientation
- Concord OSHC Policy A-8: Dropping off and Picking Up
- Concord OSHC Policy A-9: Absent and Missing Children
- Concord OSHC Policy A-11: Maintenance of Records
- Concord OSHC Policy A-13: Participation and Access
- Concord OSHC Policy A-14: Complaints
- Concord OSHC Policy A-15: Role of Management Committee
- Concord OSHC Policy A-18: National Quality Framework
- Concord OSHC Policy C-3: Staff Orientation and Induction
- Concord OSHC Policy D-3: Food and Nutrition
- Concord OSHC Policy D-22: Child Protection – Mandatory Reporting
- Concord OSHC Policy D-23: Child Management / Behaviour Guidance
- Concord OSHC Policy E-2: Written Programs
- Concord OSHC Policy E-6: Technology
- Concord OSHC Policy E-8: Homework
- Concord OSHC 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 – V2.0
- Privacy Act 1988
- Public Health Act 2010
- Family Law Act 1975

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