

## **PROGRAMMING POLICY**

### **PURPOSE:**

The staff at this centre are committed to planning, implementing and evaluating in consultation with parents an individualised program which ensures that ALL children's needs are met and which reflects the centre's philosophy and goals.

### **IMPLEMENTATION:**

The weekly programs are placed on display for parent's perusal and any relevant comments are welcome. The program aims to develop and stimulate each child's social, physical, emotional, cognitive, language and creative potential and provide a balance of indoor and outdoor experiences. We encourage and value parental participation in formulating and evaluating long and short term goals for each child in these areas. It is important that both staff and parents create opportunities to plan, discuss and evaluate individual children's progress both informally, at pre-arranged times or following the receipt of a Child Profile. Our Preschool staff will formulate and implement group and individual transition to school programs in consultation with parents for all children during their last preschool year (please see Transition to School Policy).

In addition to our planned program activities, staff will facilitate spontaneous and impromptu occurrences which evolve through children's discoveries and interests and allows for free selection of activities. This spontaneity will be recorded by staff not only on the formal program but also on a weekly program information board format as a means of information sharing with parents.

Due to the fact that children's Christian names will be used on this communication board, it is imperative that parents inform staff if they choose that their child's interactions should not be recorded in this manner. Throughout each year staff and children in partnership will collect and compile a Portfolio of artworks and drawings for a personal keep sake to be presented to the family during the end of year festivities.

**From our Parent Handbook**

### **"PROGRAMMING**

Every week a program is designed for each group, this is displayed on each room's Information Board. We follow a Focus Child Programming System. This means that, on a rotating basis (known as a round) all children are specifically observed for one week and then programmed for in the following week. The rounds can consist of the use of the following types of observations:

1. Single Observation
2. Developmental Checklist
3. Anecdotal Observations
4. Time Sampling – tracking time spent at activities
5. Sociogram – tracking of social activities by diagram
6. Detailed running records

At the beginning of the first round you will receive a notice advising you of your child's focus teacher and asking for your input into your child's program week. We ask that you detail any areas of interest or developmental issues that you would like us to focus on with your child.

After compiling your suggestions and our written observations we then design activities individually programmed for the focus children of the week (usually 3 children a week). The activities specifically for your child's benefit will be noted on the program. Of course the whole group would engage in, benefit from and enjoy these activities; but they are evaluated with your child's objectives in mind.

At the conclusion of each week the focus children's program is evaluated and parents receive a copy of the evaluated focus child sheet to see how their child progressed and performed against the set objectives, they will also be able to see further planning ideas that the teacher may set.

Please ask staff to see any developmental or program information on your child. They will happily make a time to discuss this with you. We offer a Developmental Summary on each child in September each year and families are welcome to look through their child's developmental data at any time.

### **4.3 PRESCHOOL**

At Elder Street we have a full time preschool program. Being a long day care centre means that we can offer preschool activities throughout the day when children are ready to learn rather than having set preschool hours. This way, it is not necessary for all children to be taught at the one time. Small groups are encouraged rather than large ones. We also have a School Preparation Program specifically for the children who are going to school the following year. This program begins in October and was compiled by our staff in assistance with some Primary School Teachers and School Principals in the local area. This program aims to ensure that children are ready to meet the challenge of starting school.

Between September and October, the Preschool staff prepare a Preschool to Primary Evaluation Sheet. For children going to school the following year, parents are offered an interview to discuss their

child's development in view of starting school. Checklists and other information will also be available at this interview. No additional fee is charged for our preschool program.

Reviewed: 10 June 2005  
23 September 2005  
5 May 2006

Source: Programming and Planning in Early Childhood Settings -  
Authors: L. Arthur, B. Beecher (University Of Western Sydney)  
and Observation – A Window to the Child.  
Children's Services Regulation 2004. Regulation clause  
85(2)(c), 64(1), 64(2).