

PROGRAMMING

Explanation:

Somerset Puddleduck Playcentre is committed to providing a quality service. One of the most important aspects of this delivery is the recognition of the individual developmental needs of each child enrolled in Playcentre. Staff will provide play experiences relating directly to these individual needs, as well as taking into consideration the conditions on the day (for example the weather and physical environment).

Implementation:

- The Supervisor is responsible for all aspects of programming and is encouraged to work with other staff to ensure continuity throughout the program. The Supervisor will be paid for 2 hours of programming each fortnight.
- The Supervisor is responsible for ensuring observational material is collected and used to plan appropriate experiences for children enrolled in Playcentre.

Observational Records

- Staff will use a variety of observational techniques to formally record and evaluate all aspects of children's development and behaviour. Because the service is small and staff members consistent, anecdotal observations are the preferred method. However, staff may also record and evaluate behaviour using the checklists, time sampling, event sampling, and running records
- When recording children's behaviour, staff should ensure they remain unbiased and include only factual accounts.
- Children should be observed in an unobtrusive manner, so that the daily routine is not affected.
- All observational material must be signed (or initialled) and dated.
- Once the observational material has been evaluated, the information will then be used to formulate objectives. Suitable play experiences based on the specific objectives will then be incorporated into the daily program.
- Staff will observe each child at least once each fortnight.
- Observational records are highly confidential and must remain on the premises and be stored in the filing cabinet.
- Observational records can be viewed by the child's parent or authorised carer accompanied by the Supervisor.

Program

- The weekly program will be displayed in a prominent place at Somerset Puddleduck Playcentre Inc. To maintain confidentiality there will be no reference to individual children on the program.
- Play experiences will be selected based upon the individual needs of children enrolled in each session. A coding system will be used for staff to identify particular objectives.
- Staff will program play experiences that facilitate the social, emotional, physical, language and intellectual development of the individual child.
- The Supervisor will complete a written evaluation the program at the end of each week A flexible program needs to be in place to allow for alternative or substitution of quiet/active indoor activities in the case of inclement weather.

Standard: **5.1.1 Programming**

Reviewed, Updated & Approved:
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