

# 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. 168	Education and care service must have policies and procedures

## My Time, Our Place

LO. 1	Children feel safe, secure and supported
LO. 3	Children become strong in their social and emotional wellbeing
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 4	Children use a range of 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 exciting 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

- Normanhurst West OSHC Policy A-1: Hours of Operation
- Normanhurst West OSHC Policy A-2: Priority of Access
- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-5: New Children Orientation
- Normanhurst West OSHC Policy A-8: Dropping off and Picking Up
- Normanhurst West OSHC Policy A-9: Absent and Missing Children
- Normanhurst West OSHC Policy A-11: Maintenance of Records
- Normanhurst West OSHC Policy A-13: Participation and Access
- Normanhurst West OSHC Policy A-14: Complaints
- Normanhurst West OSHC Policy A-15: Role of the Management Committee
- Normanhurst West OSHC Policy A-18: NQF
- Normanhurst West OSHC Policy C-3: Staff Orientation and Induction
- Normanhurst West OSHC Policy D-3: Food and Nutrition
- Normanhurst West OSHC Policy D-22: Child Protection Policy
- Normanhurst West OSHC Policy D-23: Child Management
- Normanhurst West OSHC Policy E-2: Written Programs
- Normanhurst West OSHC Policy E-6: Movies, Videos and Television
- Normanhurst West OSHC Policy E-8: Homework
- Normanhurst West 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) Routines will also take into consideration any current Government directives, for example Department of Health orders.

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
- Privacy Act 1988
- Public Health Act 2010
- Family Law Act 1975



Endorsed	25/06/2020
Review Date	25/06/2022