

## Preschool Room Routine

All routines are flexible according to the needs of the children, the weather, excursions, visitors and spontaneous experiences.

### Morning

8.00 am            **Centre Opens**  
Welcome, Outdoor family grouping.

### Preschool Program

9.20 am            **Music & Movement experience.** Group sharing time, concepts and planning.

9.45 am            **Programmed activities.** Children involved in learning areas of the Centre. Children pack away.

10.30 am           **Language and Literacy Group**

10.45 am           **Morning tea.**

11.00 am           **Outdoor free play**

12.00 pm           **Transition to Lunch**

12.30 pm           **Quiet Activities.** Story, preparation for rest

1.00 pm            **Rest Time** Story tapes and relaxation music.

### Afternoon

2.00 pm            **Outdoor free play** (as children wake)

3.15 pm            **Group Time – Programmed outdoor experience**

3.40 pm            **Transition to Afternoon tea**

4.00 pm            **Outdoor free play – family grouping**

5.00 pm            **Inside** - pack away, story, construction toys.

6.00 pm            **Centre Closes**

Our 'Reflections' books is available for parents and carers to see some of the experiences we have shared each day.

## Children's environment and program

### Policy Statement

Playhouse Children's Centre will have a child-focused program developed in conjunction with all parties. This program will incorporate all areas of developments outlined in the centre philosophy.

### Considerations:

- Philosophy - children encouraged to develop to full potential: in a healthy, safe and stimulating environment.
- Legislation - Human Rights and Equal Opportunity Commission Act 1986, Children's Services Regulation 2004. Commonwealth Operational Guidelines - aims and objectives of program, Quality Improvement and Accreditation System (Cth).
- Children's needs - for individual needs to be met; the environment will be free from bias and facilitate mutual respect for people and physical surrounds.
- Parent needs - information about their child's activities, involvement and development; complementing their role as parent.
- Staff needs - job satisfaction; recognition of professionalism; training and development opportunities; adequate resources.
- Management needs - professional staff who are able to work with families and each other to provide appropriate programs.

### How Policy Will Be Implemented (Specific Policies and Procedures):

- Ideas from all parties will be incorporated and correlated by the Team Leader of each room and a program formulated.
- Staff will attend staff development opportunities so that they may keep abreast of regular changes within the childcare field.
- The program will be balanced, ie provide for indoor/outdoor learning experiences and be flexible enough to allow for spontaneity and the unexpected.
- Respect of individual space will always be considered for groups ( large or small), and for solitary occasions.
- Programs will be displayed in each indoor area and in a position where parents/guardians are able to see them and can discuss any aspect of the program with staff.
- Copies of written programs will be kept in accordance with National Childcare Accreditation.
- An inclusive approach will be used through all aspects of the centre life. In addition, the team will be proactive in the face of bias and promote a variety of beliefs and values. Areas of particular focus will be: 1)Culture 2)Origin 3)Language 4)Physical Appearance 5)Gender 6)Lifestyle 7)Social Status 8)Faith 9)Family Structure 10)Ability 11)Age 12)Health. These beliefs and values will focus on the local community as well as society at large with promotion of respect for diversity and appreciation of the riches it can bring.
- The program and environment will be child centred and will allow children to experience a variety of materials with which they can pursue their own interest. There will always be alternative choices when a child does not wish to participate in a particular activity.

- Children will be appropriately supervised at all times. Staff will join in the childrens' play and encourage them to try new experiences.
- Caregivers will be supportive and encouraging and communicate with children in a friendly, positive and courteous manner. They will form a warm relationship with each child in their care. When communicating with children, caregivers will ensure they are at the child's eye level. Children will never be singled out or made to feel inadequate at any time.
- All communication interactions will be positive and honest. Honesty is considered to be a basic component of respect. This applies to communications between: 1)Child-child, 2)Staff-Child, 3)Staff-families, 4)Management-Families, 5)Management-Staff and conversely.
- All staff will be responsible for working co-operatively to monitor the individual development of each child within their care, and for evaluating the program in relation to the stated philosophy and goals.
- The portfolio developed on individual children will incorporate observations, of videos, photos and art work of the child's that depict stages of development and interests. Recommendations for individual program planning, and the relationship with the overall childrens' program will be made from these.
- Staff will initiate and facilitate regular on-going communication with parents concerning their child. Recorded information will be available for discussion and development of the program with the family.
- When children first attend the centre the needs of both parents and children will be respected. Parents will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent and or staff feel may be necessary to ensure the child's well being. The parent may telephone the centre during the day for reassurance that their child has settled in. Staff will make a special point of discussing the child's day with the parent. Where possible new children and parents will be encouraged to visit the centre for short periods prior to enrolment to facilitate the child's orientation into the centre.
- As each child arrives at the centre he or she will be greeted by a staff member.
- The program will create a problem-solving atmosphere so staff can facilitate a life long learning approach for the children. This will include every day human needs ie toileting, eating.
- All aspects of the program will promote creativity through music and movement, art, craft, design, building, problem solving and social interactions with others.
- A fun atmosphere will be fostered based on children's choices.
- The facilitation of socialisation within the service will also be an intricate part of the environment. A positive yet honest approach will be promoted.
- The natural environment and the other creatures on this earth will be promoted as part of our being and imperative for survival. The use of recyclable goods will be constant and the growth of gardens, vegetable gardens and trees will be used.
- Opportunities for learning and extending problem solving skills will be seized on all occasions.
- All children will have ready access to personal clothing and possessions placed in the allocated shelf or storage place.

# Communicating with family members

## Policy

Family participation of the service and or in its program builds a supportive team approach to caring for young people.

All communications and interactions will be positive and honest. Honesty is considered to be a basic component of respect.

## Procedure

Staff will communicate with parents/guardians in a positive and supportive manner that encourages the parent-child relationship. Information with regard to family issues and personal lives will be handled confidentially. Every effort will be made to treat both parents/guardians equally. Without legal documentation, staff cannot act as though one parent is more fit than another to the legal rights of their child.

Parents/guardians will have access to qualified staff or to the Director, to enable them to discuss any concerns that they may have at any reasonable time regarding their child. This may be spontaneous, by telephone or by appointment. Staff will not discuss information of a confidential nature regarding any other child or family within the centre.

Parents/guardians are encouraged to visit the centre at any reasonable time whilst their child is in care. (Child Care Regulations, 72)

Parent participation will be actively encouraged at all times.

Parents/guardians may bring other relatives to visit at convenient times that have been organised through the Director.

Where a child attending the centre is not living with both parents/guardians, or where disputes arise in relation to responsibility of the child the following will apply:

- Parental responsibility remains with both parents/guardians jointly and individually except where it is altered by an order of the Family Court of Australia. In the absence of such an Order, the child will be released to either parent/guardian who is the authorised person to collect the child.
- Where a non-enrolling parent cites an Order of the Family Court giving him/herself lawful access to the child, the Order needs to be produced for inspection by the Director. The enrolling parent will be telephoned both to check the existence of the Order and to be informed about the situation.
- The child will only be released into the care of the parent/guardian with parental responsibility for the child, or other person specifically authorised by that parent/guardian, except when Family and Children's Services or police specifically direct otherwise under the provisions of the Child Welfare Act.
- In the case of a child of a defacto relationship, the mother of the child has legal custody and guardianship of the child, unless there is a current Court Order giving the father some of these rights.

In the case of parent/guardian with parental responsibility for the child arriving at the centre to collect their child in a visibly intoxicated or unfit state to drive, the parent/guardian will be encouraged to contact an alternative adult to drive them and their child home or the centre will offer to call a taxi. If the parent/guardian insists on taking their child the police will be informed.

Where human life is at risk any part of the above may not be able to be complied with. In such circumstances, the police will be immediately informed.

Communicating with family members (continued)

## Policy Statement

Playhouse Children's Centre protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the centre or have a legal right to know.

### Considerations:

- Philosophy-Everyone associated with the centre (staff, parents, children) has the right to the protection of personal information.
- Legislation-Laws relating to the protection of privacy and confidentiality; duty of confidentiality arising from contract with parent; to whom and when information must be disclosed; Commonwealth Childcare Handbook.
- Children's needs-Confidentiality re sensitive health issues, learning difficulties, behaviour difficulties.
- Parents needs-Security that private information given to the centre re income levels, custodial arrangements etc, are kept confidential. Ability to speak to staff re: confidential matters that impact on child's care.
- Staff needs-Personal records, details, appraisals are treated as confidential clear guidelines re what they should/shouldn't disclose about children and families.
- Management needs-To make decisions about confidential issues to obtain relevant personal details from clients.

### How Policy will be implemented:(Specific Policies and Procedures)

- Every employee and management committee member is provided with clear written guidelines detailing:
  - what information is to be kept confidential and why.
  - what confidential information they may have access to in order to fulfil their responsibilities and how this information may be accessed.
  - who has a legal right to know what information.
  - where and how the confidential information should be stored.
- Every enrolling parent/guardian is provided with clear information about:
  - what personal information is kept and why.
  - any legal authority to collect personal information.
  - third parties to whom the service discloses such information as a usual practice.
- Confidential conversations that staff have with parents, or the Director has with staff members will be conducted in a quiet area away from other children, parents and staff. Such conversations are to be minuted and stored in a confidential folder.
- Personal forms and information will be stored securely (i.e. Locked filing cabinet in the Directors office).

## Communicating with family members (continued)

- Information about staff members will only be accessed by the Director, Staff Liaison Officer / or owner and individual staff member concerned.
- All matters discussed at committee meetings will be treated as confidential.
- No member of staff may give information or evidence on matters relating to children and or their families to anyone other than the custodial parent/guardian when that information has been obtained in the course of employment at the centre unless prior written approval by the custodial parent/guardian is obtained. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law. Notwithstanding these requirements confidential information may be exchanged in the normal course of work with other staff members at the Centre and may be given to the Management Committee / or owner, when this is reasonably needed for the proper operation of the Centre and the wellbeing of users and staff.
- Staff will protect the privacy and confidentiality of other staff members by not relating personal information about another staff member to anyone either within or outside the centre.
- Students / people on work experience / volunteers will only use information gained from the Centre upon receiving written approval from the Centre to use and / or divulge such information.