



YMCA WA EDUCATIONAL PROGRAM AND PRACTICE PROCEDURE

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1.0 PURPOSE

To ensure the provision of an educational program to all children in a manner that meets the approved learning frameworks and is based on the needs, interests and experiences of each child. To implement a fair and transparent procedure for educators, regular visitors, family day care service staff, students, parents, children (including visiting children) and volunteers that assists with complying with the current legislative requirements.

2.0 SCOPE

This Policy applies to all educators, regular visitors, family day care service staff, students, parents, children (including visiting children) and volunteers.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Approach to Learning workbook
	Support record visit form
	Family Day Care Induction training

6.0 STEPS

The YMCA WA Family Day Care Service believes that the service philosophy along with the YMCA WA Approach to Learning, the Early Years Learning Framework and My Time Our Place forms the foundation to ensuring the enrolled children experience quality teaching and learning with specific emphasis on play based learning and development.

The service has a designated educational leader with all service staff encouraged to support educators with their educational program and practice.

1. Educators must ensure a current educational program is displayed and/or made accessible to parents and staff and available on request.
2. The service will support educators to develop an educational program and monitor the program to ensure it meets the following criteria:
 - Delivered in accordance with and based on an approved learning framework;
 - Based on the developmental needs, interests and experiences of each child,
 - Take into account the individuality of every child.
3. The educator will ensure the program contributes to the following outcomes:
 - Children have a strong sense of identity;
 - Children are connected with and contribute to his or her world;
 - Children have a strong sense of wellbeing;
 - Children are confident and involved learners; and
 - Children are effective communicators.
4. The YMCA WA uses the Approach to Learning to support educators to develop an educational program. The Approach to Learning provides consistency for all educators and staff, and ensures compliance with legislative requirements.
5. Each child's current knowledge ideas, interests, abilities and culture actively drive all aspects of the program.
6. The program including transitions and routines are developed in a way that maximises each child's involvement with learning and development.
7. Critical reflection on children's learning, both as individuals and in groups is consistently used to review and revise the program.
8. Each child's agency is considered and promoted, enabling them to make a range of choices and decisions to influence events and their world.
9. Educators consistently respond to the children's ideas and play and intentional teaching is embedded within the program to scaffold and extend each child's learning.
10. Educators will ensure the following information is available to service staff and families along with the opportunity for discussion:
 - The content and operation of the educational program as it relates to the individual child, and the group;
 - Information about the individual child participation in the program; and
 - A copy of assessments or evaluations in relation to the individual child.

11. Sustainable and environmental practices will be included in the children’s experiences and in the day to day operation of the educator’s service.
12. Wherever possible environmentally friendly products are encouraged to be used.
13. All rubbish will be disposed of in an environmentally friendly way, and products recycled / upcycled whenever possible.
14. If an educator ceases registration with a service all documentation and assessments of child’s development and learning will be delivered to the family day care service. This information can be scanned and returned to the educator if required.
15. The service will supervise, monitor and support educator interactions and practices to ensure they are positive, ethical, and respectful and risks to children are minimised.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition