

## Daily Routines

### Policy Statement

We aim to provide daily routines that meet the needs of individual children in relation to each child's social, physical, intellectual, creative and emotional development.

As the Service provides time for play and leisure, this will be reflected in the daily routines.

Daily programs may be altered without notification due to extenuating circumstances.

### Policy Considerations

- National Quality Standards/Elements: 1.1 (Program), 1.2 (Practice)

### Procedure

#### Development

- A daily routine will be discussed and organised by the Service staff.
- The routine will reflect the Service aims and objectives.
- The routine will be structured around regular events of the day such as arrival, departure, morning and afternoon tea, and lunch.
- The routine will provide 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.
- Developing each child's own creative leisure skills will also be a consideration when planning the daily routine.
- The routine will be adapted to meet the varying and changing needs of the children in relation to seasonal conditions.
- The routine will be recorded and displayed where staff, parents and children can clearly view it.
- The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the Service.

All daily routines are subject to change without notice due to weather and external factors.

### Daily Schedule

#### Before School Care

- Before school care sessions include breakfast, structured and unstructured activities and opportunities for spontaneous play-based learning.
- Children are escorted from before school care to school.

#### After School Care

- Kindergarten children are collected directly from their classroom by Kids Biz staff. Older children will walk to the Service where a staff member will sign them in.
- After school care sessions include afternoon tea, structured and unstructured activities and opportunities for spontaneous play-based learning.
- All children are involved in packing up after activities.

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

### Vacation Care

- Upon arrival children are signed in and new children are given a tour of the Service.
- At 9.00am all children come together for a group talk. Children can then select their morning session activity.
- Children participate in their chosen activity and then come together for recess.
- After recess children participate in their second activity session, then come together for lunch.
- Additional free play activities are offered during recess and lunch.
- During the afternoon children will participate in the daily incursion or excursion.
- Children typically arrive back at the program between 4.00-4.30pm, when they will have afternoon tea.
- The Service closes at 6.00pm.

*\*Please note that this schedule is to be used as a guide only and is subject to change due to unforeseen circumstances or daily requirements. All changes will be advised by the Coordinator or the Director.*

### Document Version Control

Version Date	Changes
12/03/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

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