

ROUTINES

POLICY STATEMENT

The Service works towards creating a relaxed, fun home-like environment, where child-directed activities are valued. Our aim is for children to be in charge of, and responsible for, their own leisure time.

We encourage children to create their own games, socialise with others, build on their recreational and life skills and become passionate about their playtime. We recognise that there are a wide variety of families represented at the centre, all with different needs, and we have endeavoured to create a program that balances these requirements.

CONSIDERATIONS

Education and Care Services National Regulations	73, 99, 107, 108, 155, 156
National Quality Standard	QA1, QA2, 3.2, 4.1, QA5, QA6
Other Service Policies/Documentation	<ul style="list-style-type: none">● Programming & Evaluations Policy● Nutrition & Food Hygiene Safety Policy● Interactions With Children Policy● Excursion risk assessment policy● Fees
Other	<ul style="list-style-type: none">● My Time Our Place● UN Convention of the Rights of the Child

PROCEDURE

- The routine will take into consideration all children's needs in relation to their emotional, social, physical, creative and developmental areas.
- The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the Centre.
- The routine will be adapted to meet the varying and changing needs of the children in relation to before school, after school, vacation care and seasonal conditions.
- The routine will be structured around regular events of the day, such as arrival and departure.
- The routine will provide a mixture of structured and unstructured activities.
- The routine will be recorded and displayed.
- All educators will be made aware of the Centre's routines and will participate on their implementation.

a) **Before school care routine:**

7:00am	Service opens	Inside quiet activities for children. We are very mindful that different children have different needs in the morning. We encourage children to choose their own activities and pace.
7:10am – 8:15am	Breakfast available	Children are able to have breakfast on arrival and we encourage them to select and prepare their own choices of food. Healthy eating is encouraged.
7:10am – 8:20am	Quiet activities	Activities that are on offer all the time include craft, construction play, board games, dress ups, imaginative play and reading. Mornings are also a great time to finish off any homework, as they tend to be a little less busy than the afternoons.
7:45am – 8:20am (earlier in summer)	Outdoor play	Children may continue inside activities or, weather permitting and if children are interested, join in outside play under the COLA area.
8:20am	Pack-up time	All children are encouraged to assist with leaving the play areas clean and tidy, ready for the children in the afternoon.
8:25am – 8:35am	Message time and roll call	Children meet together as a group, check the UV rating for the day, complete roll call and discuss planned topics, interest etc. until the school bell rings and when a school teacher is out on the playground to supervise
8:35am – 9:00am	Extended stay	Kindergarten children, additional needs children and any children educators feel would benefit from staying at the centre for a little longer may leave the centre closer to 9am. Until kindergarten children are ready to walk to the playground with other children, the educators will accompany them to the playground. Children with additional needs will be escorted to their classrooms.

b) **After school care routine:**

3:00pm	Service opens and roll call	Children walk from their classrooms to the COLA area and place their bags within their year group cones and get their name marked off on the roll by an educator
3:00pm – 6:00pm	Extra curricular activities	Where requested by parent from our <i>Extra Curricular Activities Permission Form</i> , children may attend other activities held within school grounds throughout the afternoon. Children will be picked up or returned to the front sign out desk by their extra curricular activity teacher apart from the band extra curricular activity, the children will come to and from the front desk before walking to their classes.

<p>3:10pm – 3:30pm</p>	<p>Message time and afternoon tea</p>	<p>Children make their way to wash their hands and then sit down on their year group eating mats. At message time educators will inform children what structured programs are on offer and discuss planned topics, interest etc. Children help themselves to water and afternoon tea prepared by educators. Missing children are followed up immediately by calling parents. Note: The school does not let the centre know if children are away, so a phone call or email to the centre by 2pm is necessary. There is an administrative fee of \$10 per child per instance if the centre isn't notified. When the UV rating is 3 or higher after 3pm, sunscreen is given to children to apply on the way out before play. They are required to wear their school hat.</p>
<p>3:30pm – 5:20pm</p>	<p>Free choice activities</p> <p>Senior and/or junior programs commence</p>	<p>A range of activities are organised and set up throughout the inside and outside environments surrounding the centre. We recognise that children have been in a structured environment for six hours at school and that they need to unwind and relax. However if parents/caregivers feel the need for their child/ren to start their homework at the centre, child/ren are encouraged to take their homework inside and work in a quiet area. Children are required to pack up their activity before leaving with their parents/caregivers. As activities finish, children are encouraged to pack up equipment and clean up any mess.</p>
	<p>Indoor play</p>	<p>Inside activities included craft, homework, and book corner; dramatic play corner, construction corner, board games, iPads, cooking classes, sewing classes and incursions when programmed.</p>
	<p>Outdoor play</p>	<p>Children can engage in outdoor play on the paddock, basketball court, COLA, under shade cloths and playground. A range of sporting, creative, construction and imaginative play equipment is available and set up for the children. Educators also arrange organised games and sporting activities.</p>
<p>5:20pm – 5:30pm</p>	<p>Pack-up time</p>	<p>All areas inside and out are packed up and all equipment returned to appropriate storage place. This is the responsibility of the children and educators will help direct them appropriately during this time.</p>
<p>5:30pm – 6:00pm</p>	<p>Late snack and quiet activities</p>	<p>Late snack of fruit / vegetables is on offer to children who are remaining at the centre after this time only. Quiet activities such as board games, educator-led group games, mindfulness and reading. Parents/caregivers are required to sign their child/ren out and let an educator know when they are taking their child/ren.</p>

		(However during a pandemic an Educator will bring the child to Gate 3 once the parent/caregiver has called and we will sign the child out of their behalf). Parents/caregivers need to ring and advice centre educators if they will be late picking up their child/ren, this helps the centre know what's happening and prevents the child/ren from worrying.
6:00pm	Centre closes	There is a late fee if parents/caregivers are late picking up their child/ren.

c) **Vacation care routine:**

- Vacation care routine will differ each day depending what in-house activity and/or excursion is planned, e.g. travel times may vary depending on the location.

7:00am	Service opens	Inside quiet activities for children. We are very mindful that different children have different needs in the morning. We encourage children to choose their own activities and pace.
7:10am – 8:15am	Breakfast available	Children are able to have breakfast on arrival and we encourage them to select and prepare their own choices of food. Healthy eating is encouraged.
7:10am – 9:50am	Quiet activities	Activities that are on offer all the time include craft, construction play, board games, dress ups, Barbies and dolls house, imaginative play and reading.
8:15am – 9:50am	Outdoor play	Children can engage in outdoor play on the paddock, basketball court, COLA, shade cloths and playground. A range of sporting, creative, construction and imaginative play equipment is available and set up for the children. Educators also arrange organised games and sporting activities.
9:50am – 10:00 am	Pack-up time	All children are encouraged to assist with leaving the play areas clean and tidy, ready for the rest of day.
10:00am – 10:15am *Times vary	Message time and roll call	Children meet either at the junior or senior group, check the UV rating for the day, complete roll call and discuss planned in-house activity or excursion, and get excursion wristbands if needed.
10:15am – 10:45am/ 11:00am *Times vary	Recess	Children wash their hands and make their way to the eating mats to have recess
	Excursion travel (times and group may vary)	Children will head on hired transport to take them to the programmed excursion. Educators complete roll call and head count before getting on the bus and place themselves throughout the bus for supervision and assistance.
10:45am – 12:45pm	In-house activity	Children will partake in set up educator-led activities or games to correlate with the programmed day. Activities may vary

*Times vary		from craft, sporting games, dramatic games, musical games and games. Outside providers may be introduced into the children that run workshops and/or shows that correlate with the programmed day.
	Excursion	Children will participate with programmed excursion led by either the centres educators or excursion providers.
12:45pm – 1:15pm *Times vary	Lunch	Children wash their hands and make their way to the eating mats to have lunch if they are at the centre. Out on excursions children will find a space under shade and out of any harsh weather conditions to have their lunch. Senior children have the opportunity to buy their own lunches depending on excursion facilities. Educators will accompany children to the shops/excursion facilities.
1:15pm – 2:30pm/ 3:00pm *Times vary	In-house activity	Children will continue to partake in set up educator-led activities or games to correlate with the programmed day. Activities may vary from craft, sporting games, dramatic games, musical games and games. Outside providers may be introduced into the children that run workshops and/or shows that correlate with the programmed day.
	Excursion	Children will continue participate with programmed excursion led by either the centres educators or excursion providers.
3:00pm	Pack-up time	All children are encouraged to assist with leaving the play areas clean and tidy, ready for the rest of the afternoon.
3:10pm – 3:30pm	Afternoon tea	Children make their way to wash their hands and then sit down on their group eating mats. Children help themselves to water and afternoon tea prepared by educators.
3:30pm – 5:20pm	Free choice activities	A range of activities are organised and set up throughout the inside and outside environments surrounding the centre. Children are required to pack up what they are playing before leaving with their parents/caregivers. As activities finish, children are encouraged to pack up equipment and clean up any mess.
	Senior and/or junior programs commence	
	Indoor play	Inside activities included craft, book corner; dramatic play corner, construction corner, board games, and iPad.
	Outdoor play	Children can engage in outdoor play on the paddock, basketball court, COLA, shade cloths and playground. A range of sporting, creative, construction and imaginative play equipment is available and set up for the children. Educators also arrange organised games and sporting activities.
5:20pm – 5:30pm	Pack-up time	All areas inside and out are packed up and all equipment returned to appropriate storage place. This is the responsibility

		of the children and educators will help direct them appropriately during this time.
5:30pm – 6:00pm	Late snack and quiet activities	Late snack of fruit and/vegetables is on offer to children who are remaining at the centre after this time only. Quiet activities such as board games, educator-led group games and reading. Parents/caregivers are required to sign their child/ren out and let an educator know when they are taking their child/ren. Parents/caregivers need to ring and advise centre educators if suspected to be late picking up their child/ren, this helps the centre know what's happening and prevents the child/ren from worrying.
6:00pm	Centre closes	There is a late fee if parents/caregivers are late picking up their child/ren.

d) **Variations to routines:**

- Wet/extreme weather – variations to the daily routine may include: no outdoor play, movies, and quieter activities within school classrooms.
- Tired younger children – on days when children are tired (this especially occurs towards the end of school term and/or on very active school days e.g. cross country, etc) variations as for wet weather may occur.
- School events – some days we need to alter our program to accommodate the school's need to use certain spaces within the grounds.