Programming Cycle Planning

Service name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Educational Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominated Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educators involved in preparing this plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stage 1 – Collect Information - Observe, Review and Question

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| **Discussion Questions**Purpose of collecting the information.What it will be used for? | **Before School Care / Afterschool Care Plan** | **Vacation Care Plan** |
| Methods to be used by educators at the service.How you will record your information? |  |  |
| Rate/ Volume.How much and how often should educators record information for each child?How will the service ensure that they are recording information for every child attending your service? |  |  |
| Confidentiality.Who will have access to these records? |  |  |
| Storage of recordsWhere will educators keep records once written?How long will the record be stored for?Where will you archive records? |  |  |
| Responsibility Who will be responsible for collecting information and documentation of children’s learning and participation?Who is responsible for ensuring that records are collected for all children attending the service?Who is responsible for providing guidance and support to educators who require it? |  |  |

 Stage 2 – Question, Analyse and Evaluate

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| **Discussion Questions**What methods will be used by educators to interpret and analyse this information?What will the interpreted information be used for?Who will the information be provided to? | **Before School Care / Afterschool Care Plan** | **Vacation Care Plan** |
| Inclusion & Support Where will educators seek additional help to support children who require it? |  |  |
| Collaboration When & how will educators share these reflections as a team? |  |  |
| Confidentiality.Who will have access to these records? |  |  |
| Storage of recordsWhere will educators keep records once written?How long will record be stored?Where will you archive records? |  |  |
| Responsibility Who will be responsible for collecting information and documentation?Who is responsible for ensuring that records are collected for all children attending the service?Who is responsible for providing guidance and support to educators who require it? |  |  |

Stage 3 – Plan

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| **Discussion Questions**How will the educators use the information gathered to design the program of experiences on offer at the service?How will the service ensure that all educators involved in implementing the program are aware of the goals and aim of each planned experience?How will the service provide information about the program and routines at the service to the services management and educational leader?How will the service provide information about the program and routines at the service to the educators working within the program?How will the service provide information about the program and routines at the service to families?How will the service provide information about the program and routines at the service to the children attending? | **Before School Care / Afterschool Care Plan** | **Vacation Care Plan** |
| Inclusion & Support How will children who require additional support be planned for? |  |  |
| Collaboration When & how will educators meet as a team? |  |  |
| Storage of recordsWhere will educators keep records once written?How long will record be stored?Where will you archive records? |  |  |
| Responsibility Who will be responsible for documenting the services planning & program documentation?Who is responsible for providing guidance and support to educators who require it? |  |  |

Stage 4 – Act and Do

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| **Discussion Questions**Please provide a definition of the following practices and information in regards to how educators will be expected to use them during care sessions.* Scaffolding on children’s learning
* Building and strengthening relationships
* Developing rich conversations
* Modifying the environment
* Building collaborative partnerships with families
 | **Before School Care / Afterschool Care Plan** | **Vacation Care Plan** |
| Inclusion & Support How will the plans for additional support be implemented at the service? |  |  |
| Collaboration When & how will educators communicate and hand over to other team members? |  |  |
| Storage of recordsHow will educators record their daily reflections and program modifications?  |  |  |
| Responsibility Who will be responsible for documenting the services planning & program documentation?Who is responsible for providing guidance and support to educators who require it? |  |  |

Stage 5 – Reflect

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| **Discussion Questions**How will the service determine if program goals have been met by the service & how will this information be used for forward planning?How will educators reflect on how the service is providing for children’s wellbeing?How will educators reflect on how the service is providing for children’s development & learning using the MTOP & EYLF outcomes and practices?How will educators determine if the service is meeting the needs of every child? | **Before School Care / Afterschool Care Plan** | **Vacation Care Plan** |
| Inclusion & Support How will the service reflect and forward plan for children with additional support needs? |  |  |
| Collaboration How will the service ensure that all team members including service management and service community members are included in the evaluation process? |  |  |
| Storage of recordsWhat records will be kept by the service?Where will educators keep records once written?How long will record be stored?Where will you archive records? |  |  |
| Responsibility Who will be responsible for documenting the services planning & program documentation?Who is responsible for providing guidance and support to educators who require it? |  |  |