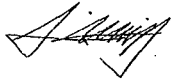
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: WRITTEN PROGRAMS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to develop and implement a balanced program that provides learning opportunities for children to explore a range of creative experience including art, dance, drama, music and culture through self expression, imaginative play and aesthetic awareness.

Our centre's program will reflect the cultural diversity of today's society. Children and parents are encouraged to be actively involved in the planning and implementation and evaluation of the program.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Communication Policy
- 3.2. Computer games, Mobile Phones & Electronic Devices Policy
- 3.3. Duty of Care Policy
- 3.4. Excursion Policy
- 3.5. Maintenance of Records Policy
- 3.6. Multicultural Policy
- 3.7. Philosophy
- 3.8. Sun Protection Policy
- 3.9. Videos and Film Policy

4. Responsibilities & Delegations


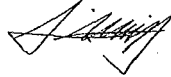
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles


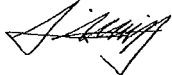
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


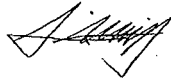
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PROCEDURES

- The Coordinator and staff members will be responsible for the development of a child centred program, which reflects the philosophy of the centre and meets the social, physical, recreational, intellectual, creative and emotional developmental needs of the children attending.
- Programs will be developed for all aspects of the centre, before school, after school, vacation care and school staff development days.
- The written program will be prepared each day and be displayed for children and parents to see.
- Staff will be allocated time each week to fulfill the task of programming as part of their duties.
- Children and parents are encouraged to incorporate their views, ideas and specific interests into the program.
- Staff will encourage feedback and input from children and parents in relation to the program.
- Staff will regularly talk to parents concerning their child's interests and activities and respond to parents suggestions, requirements and expectations.
- Children will be encouraged to be actively involved in the planning, implementation and evaluation of the program, through discussions, conversations, group meetings and planning.
- All children's opinions will be considered.
- The program will be clearly displayed for all staff, parents and children to see.
- A written program for vacation care indicating excursions and times will be provided for the parents prior to the vacation care starting.
- The program will be made available to any persons who wish to view it.
- The program will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the centre.
- Staff will interact with children and where appropriate participate in activities and encourage children to try new activities.
- The program will be evaluated on an ongoing basis to ensure it is meeting the needs of individual children and the families in the centre.
- Special group activities for older children may be organised as part of the program according to need. They should be implemented where there are suitable numbers of older children and adequate staffing levels can be maintained.
- Excursions will also be organised as part of the program.
- The program is to:
 - Promote the importance of play in the child's life.

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- Reflect the cultural and language diversity of the local and wider community.
- Consider all developmental areas.
- Consider the age range of children.
- Consider individual and group interests, needs, skills, talents and abilities.
- Be balanced providing a range of indoor/outdoor activities, quiet/active times and areas structured/unstructured activities.
- Provide a variety and choice of activities for the children.
- Be stimulating, interesting and exciting, to allow for opportunities to explore and develop new skills.
- Provide a variety of toys and equipment available to all children regardless of age or sex.
- Foster children's independence and self help skills.
- Foster friendships and encourage cooperative and responsible behaviour among children.
- Provide children with opportunities for self-expression and self direction.
- Provide an environment, which will foster the child's self esteem.
- Help children develop self-discipline skills through positive example and direction.
- Help children to appreciate and care for each other and their surroundings.
- Make the children feel welcomed and valued in the centre.
- A program which allows children sufficient time and opportunities to develop creative ideas.
- Encourages divergent responses rather than emphasise convergent thinking and conventional solutions.
- To encourage children to think for themselves, to innovate, to create, to imagine alternative ways to get the same goal, to seek and to solve problems.
- To realise that creating involves many processes both intellectual and practical, such as flexibility, curiosity, originality and awareness.
- To have a range of resources and materials freely available for experimentation, creative expression and manipulation.
- To value the creative process by not imposing structured adult models/ideas on their work.
- To provide open ended questions and learning experiences across the curriculum

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

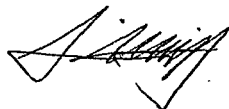
I endorse the Written Programs Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009