



Dubbo West Public School Preschool

Procedure: Educational Program and Documentation

Education and Care Services National Law or Regulation:

Reg 73, 74, 75, 76

Section 51(1)(b)

Section 168

Links to National Quality Standard:

1.1

1.2

1.3

Associated Department Policy, Procedure or Guidelines:

Belonging, Being and Becoming: the Early Years Learning Framework (ELYF)

DWPS Preschool Philosophy

Date to be reviewed:

January 2021

Introduction:

The educational program at Dubbo West Public School Preschool enhances each child's learning and development. Programming and documentation make this learning visible and inform future planning. School expectations around curriculum decision making and program documentation are considered.

Aims:

- The Early Years Learning Framework and our Preschool Philosophy guide curriculum decision-making and facilitate a shared understanding of children's learning and development
- Children and families are involved in program decision-making, contributing to the learning environment and assisting in everyday routines
- Documentation is gathered in a variety of ways to record and inform children's progress towards the learning outcomes and planning that establishes further learning intentions
- Information about the educational program is easily accessible to parents
- Programs and documentation is regularly shared with the preschool supervisor, in line with the whole school program supervision timeline
- The program shows a balance of learning experiences, both indoor and outdoor, planned and spontaneous and teacher or child initiated.

Procedures:

- The assessment and planning cycle is used to inform programming and is evident across the documentation.
- The program references why particular learning experiences are planned and links to the EYLF.
- Individual learning intentions are developed in consultation with the child's family.
- Each child's learning describes progress towards an indicator or short-term goal and is documented through Kinderloop. Parents can access Kinderloop at the preschool using the iPad kiosk. Observations can be printed for parents on request.
- The program folder includes a group analysis that clearly summarises individual developmental needs, any disabilities, strengths and interests, home language and cultural background.
- The program folder includes the daily routine (also shared with parents on the classroom wall)
- The program folder includes information about any learning adjustments or modifications for any students, as required.
- Documentation also shows evidence of embedded sustainability practices, intentional teaching and reinforcement of health and hygiene practices as well as positive behaviour management strategies.
- Group learning experiences are also shared with posts on Kinderloop, in the community book and through wall displays.
- Families are also provided with information about their child's learning with the mid-year and end of year reports that include summative comments addressing each of the five EYLF outcomes. Children's work and tasks are included in the portfolios that go home at the end of each year.
- The preschool supervisor provides written feedback on the documentation as a collective each term. This is aligned with the K-6 program supervision schedule. Term 1- Week 6, and Week 3 of Terms 2-4. The P1 and P2 program folder and reflection journal are collected by the supervisor. The Quality Improvement Plan and Kinderloop posts are also reviewed.

