



# Woolooware Outside School Hours Care

(02) 9523 9971  
34 Wills Road, Woolooware, 2230  
info@woshc.com  
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## DAILY ROUTINES POLICY

### POLICY STATEMENT

Woolooware Outside School Hours Care aims to develop and implement daily routines to reflect a balanced program that is stimulating, interesting and exciting and maximises the children's learning, while allowing children opportunities to play, explore and develop new skills. We recognise that children require structure and organisation as well as time for play and leisure therefore these needs will be reflected in our daily routines.

### CONSIDERATIONS

Education and Care Services National Regulations – R56, R73, R75, R123, R168, R388

National Quality Standard – 1.1.1, 1.2, 1.2.1, 1.2.2, 2.1.1, 2.1.3, 2.2.1, 4.1, 4.2.2, 6.1.1, 6.1.3, 7.1.2, 7.1.3

My Time Our Place: LO. 1, LO. 3, LO. 4

Other Service policies/documentation – Privacy Act 1988, Public Health Act 2010, Family Law Act 1975, Hours of Operation Policy, Priority of Access Policy, WOSHC Philosophy, New Children Orientation, Dropping off and Picking Up Policy, Maintenance of Records Policy, Homework Policy, Witten Programs Policy, Child Management Policy, Staff Orientation and Induction Policy, Child Protection Policy.

### PROCEDURES

A daily routine will be developed and implemented by the staff and Management team.

The routine will reflect the Centre's philosophy.

The routine will be structured around regular events of the day such as arrival, departure, school drop off and collection and afternoon tea.

The routine will incorporate times for 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 (as per Regulation 73)

Developing each child's own creative leisure skills will also be a consideration when planning the daily routine.

The routine will be part of a review process and adapted to meet the varying and changing needs of the children in relation to before school, after school and seasonal conditions.



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The routine will be recorded and displayed where staff and parents and children can clearly see (as per Regulation 75).

The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the Centre.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 25, 2023