Routines Policy

Aim
The Peter Toms Early Learning Centre aims to provide a smooth and free flowing day that caters for every boy’s needs, and allows them to see the benefits of routine. We believe that planning and implementing simple, everyday routines are essential elements in providing boys with the skills to develop the logic and ability to learn more complex knowledge.

We believe that regular routines assist the boys in becoming self-assured and confident individuals able to anticipate, and understand what will happen next, the expectations of educators and prepare for transitions. This promotes self-esteem, self-control and confidence in safe risk taking behaviours to enhance and encourage learning.

Implementation

Educators will:

- Ensure that Centre routines are age appropriate and achievable for all boys
- Ensure that all staff are aware of the Centre’s daily routines through discussion and staff mentoring
- Actively assist the boys to participate in routines with an intention to assist them to build self-help skills and confidence
- Reflect on the cultural backgrounds of the boys, staff and families in developing routines consistent with best practice and positive outcomes for all stakeholders and sensitive to cultural traditions
- Plan and review transitional routines to ensure that the boys are able to move from one activity to another individually or in groups, either under direction or at will
- Consistently remind the boys of the routines through words and actions
- Display routines and Licensing information for families and staff, and allow for comment

When planning a transition educators will:

- Talk to children to prepare them, giving them advice as to what is happening next and when.
- Talk with families to see if all their child’s needs are being met.
- Ensure that the routine has flexibility to allow requests and suggestions from staff, families and children.
- Make use of familiar and favourite items of a child.

Who is affected by this policy?
Children and staff

Legislative Requirements
Federal
Children’s Services Regulations 2009
National Quality Standards
National Childcare Accreditation Council

Sources
Children’s Services Regulations 2009

Review
The review will be conducted by:
* The Peter Toms ELC staff
* Families

Policy created: 22 June 2012
Reviewed: March 2016
Next review date: March 2017