**Education practices, planning and program evaluation** **procedure**

**Purpose**

This procedure describes how Toowoomba Catholic Kindergartens and Care services (TCKC) are to undertake planning and program evaluation.

**To whom it applies**

The procedure applies to all TCKC staff.

**Related policies and legislation**

Education and Care Service National Law Act 2010 (Qld)

Education and Care Service National Regulation 2011

**Procedure**

1. Educational Leader
2. An Education Leader will be appointed to every service where applicable.
3. The Education Leader will direct and monitor educators in the planning, development and implementation of programs and experiences for the children.
4. The Education Leader is responsible, in consultation with educators, for continual recreation and adaption of the indoor and outdoor environments.
5. The Education Leader is responsible for the written education program.
6. Planning
7. TCKC staff will develop, record, evaluate and communicate planning through the online application, Storypark.
8. Hard copies can be provided to parents/carers and other educators.
9. TCKC staff will engage with the philosophy of learning that aligns with the relevant guidelines including
10. National Quality Standard (NQS)
11. Early Years Learning Framework (EYLF)
12. Queensland Kindergarten Learning Guidelines (QKLG)
13. My Time, Our Place – Framework for school age care in Australia.
14. TCKC staff will implement a cycle of program planning which incorporates contemporary knowledge and practice.
15. The cycle used for planning at TCKC will align with the National Quality Framework Planning Cycle and include
16. observation – What do I know about this child?
17. analysing learning – What does this tell me about what and how the child is learning?
18. documentation – What do I need to record to make learning visible?
19. planning – What are my intentions and strategies?
20. implementation – How will I utilise the curriculum to support children’s learning?
21. reflection – How effective, meaningful and relevant is my planning?
22. TCKC staff will ensure daily and weekly planning documentation is completed in hard copy or online.
23. TCKC staff will complete Transition Statements at the end of each year that includes a collation of information gathered throughout the year according to the EYLF and QKLG.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

1/01/2023