

Programming and Documentation of Children's Learning

POLICY

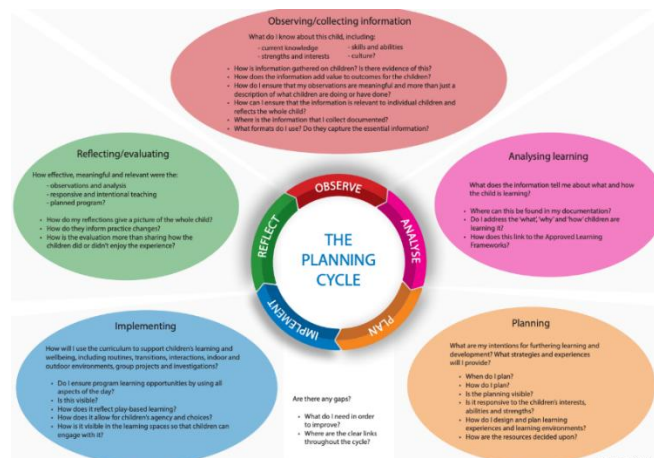
Policy Statement

Building Futures Care is committed to supporting high-quality educational programs that reflect each child's learning, development, and wellbeing. Educators are encouraged to use programming and documentation platforms of their choosing, provided these platforms enable them to meet all regulatory and legislative requirements.

Policy

Building Futures Care supports educator autonomy and professional judgement in the selection of documentation methods and platforms. Educators may utilise digital or paper-based systems that best suit their service, families, and personal workflow. Regardless of the platform chosen, all documentation must:

- Comply with the **Education and Care Services National Regulations**, particularly in relation to documenting children's learning and development.
- Align with the principles, practices, and learning outcomes of the **Early Years Learning Framework (EYLF)**.
- Demonstrate an ongoing cycle of planning, documenting, and evaluating children's learning.
- Reflect each child's individual interests, strengths, needs, and developmental progress.
- Show intentional teaching strategies and how experiences support learning outcomes.
- Be meaningful, accurate, and respectful of children and families.
- Be accessible to families, supporting communication and engagement in their child's learning journey.



PROCEDURE

Description

Programming and documentation are essential components of quality early childhood education and care. They provide evidence of how educators observe children, plan experiences, and reflect on outcomes to extend learning.

Under the EYLF, educators are required to:

- Observe and assess children's learning.
- Plan experiences that build on children's interests and developmental stages.
- Document learning in a way that links to the EYLF learning outcomes:
 - Children have a strong sense of identity
 - Children are connected with and contribute to their world
 - Children have a strong sense of wellbeing
 - Children are confident and involved learners
 - Children are effective communicators
- Reflect on practice to inform future planning and continuous improvement.

Documentation may include, but is not limited to:

- Learning stories
- Observations
- Photographs with reflections
- Developmental summaries
- Daily reflections or journals
- Program plans (weekly, fortnightly, or emergent)

Building Futures Care recognises that there are a variety of platforms available (such as apps, software programs, or written formats), and values flexibility in how educators meet these requirements. The focus remains on the quality, consistency, and regulatory compliance of the documentation, rather than the specific tool used.

Responsibilities

- **Educators** are responsible for ensuring their chosen documentation method meets all regulatory and EYLF requirements.
- **Coordinators** will provide guidance, support, and monitoring to ensure compliance and quality practices are maintained.
- **Building Futures Care** will support ongoing professional development to strengthen educators' understanding of programming and documentation expectations.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

This policy is guided by the following legislation, frameworks, and resources:

Legislation and Regulations

- Education and Care Services National Law
- Education and Care Services National Regulations, including but not limited to:
 - Regulation 73 – Educational program
 - Regulation 74 – Documenting of child assessments or evaluations for delivery of educational program
 - Regulation 75 – Information about the educational program to be kept available
 - Regulation 76 – Information about educational program to be given to parents

Approved Learning Framework

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia

National Quality Framework

- National Quality Framework
- National Quality Standard, particularly:
 - Quality Area 1 – Educational Program and Practice

Guidelines and Supporting Documents

- Guide to the National Quality Framework
- Guide to the National Quality Standard
- ACECQA resources and fact sheets

Other Provisions

- Service policies and procedures of Building Futures Care
- Individual educator agreements and service expectations
- Privacy and confidentiality requirements relating to documentation and record keeping

Document Review

Policy Created	16/04/2026
Date for Review or any change to law and regulations to sleep and rest	16/04/2027