



Attachment 4 – Example Quality Improvement Plan

[Strengths]	<p>1.1.3 TheirCare use Fully Booked which enables educators to maintain all program planning documentation in one area easy accessible and visible to parents through parent portal as well.</p> <p>1.1.3 Online program planning with a link to the 5 learning outcomes and elements.</p> <p>1.1.3 Child observations are also on line showing the links to the program planning circle</p> <p>1.1.3 On line Reflections, evaluation and comments all linking to parent, children and educator feedback</p> <p>1.1.3 On line Journal capturing child observations, reflections, evaluations, comments and program extension.</p> <p>1.1.1 Parents have access to the portal to see program plan, child observation and extension to their child's learning progress.</p> <p>1.2.3 Each child has at least 1 observation per term.</p> <p>1.1.3 Routines are display at the service and online for parent awareness.</p> <p>1.1.5 Children and parents can suggest activities through verbal or through the suggestion box/communication book on site.</p> <p>1.2.2 The program is created with children keeping in mind age appropriate activities.</p> <p>1.1.1Children are encouraged to participate in program planning</p> <p>1.2.2 Educators respond to children's ideas and interest</p> <p>1.2.1 Child profiles are completed by the children upon commencement and maintained throughout their experience at TheirCare.</p>
--------------------	--

Example Quality Improvement Plan

Improvement Plan

Standard/ element	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
1.2.2	Extensions of the learning and activities are documented daily.	M	Educators will have 5 mins at the end of each session to complete a child observation.	Educator are extending on activates through child observation.	18/12/17	SZP- 12/10/17 the service is currently working with educators to ensure they complete these daily. SZP- 5/11/17 educators are working on a routine, educators are trying to structure their time to enable them to complete observation during session time.

Quality Improvement Plan for Q2

Summary of strengths for QA2

Standard/ element	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
2.1.1	Quicker access to the child's medical needs that are in attendances on the day.	M	By using coloured flags on the Plans of the children that are attending for the session.	Each child with a medical condition has a coloured flag to identify them. Educators have clear visibility of the children in attendance with Medical Conditions	18/12/17	SZP 10/11/17- Educators are working on completing the flags for each medical condition RR 11/11/17 Most of the action plans have flags completed.
2.2.1	Develop further knowledge on healthy food options to continue embedding in the service.	M	Research recipes and healthy food. Community knowledge/ feedback. Consult nutritionist for educators and families.	Educators have gained vast knowledge on healthy eating and have shared with the wider community.	15/12/17.	RR 15.11.17- We got the children's feedback that they weren't enjoying the wholemeal pasta so we asked what is another healthy option. The children suggested couscous which was implemented 24.11.17. RR- 21.11.17- Today we looked at an alternative afternoon tea. We decided to implement corn cakes with a variety of vegetables, ham and cheese.



Example Quality Improvement Plan

Quality Improvement Plan for QA4

Summary of strengths for QA4

[Strengths]	<ul style="list-style-type: none">• Educators undergo 1 weeks training where practical tasks are completed for a better understanding of the requirements and expectation• Educators all have qualification or working toward qualification approved by DET• Educator all have a WWCC or VIT• Educators have a current police check• Educators have all attended Child protection training• Educator are paid to attend training• Educators are required to have level 2 First aid, CPR Anaphylaxis and Asthma• Further development plan is complete for each educator and tracking progress is documented.• Educators are aware of TheirCare code of conduct• Educators are stepped through the position description of their role• Educators are employed on a Full time or Part time basis for stability
--------------------	---




Example Quality Improvement Plan

Key improvements sought for QA4

Improvement plan

Standard/ element	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
4.2.3	Utilise staff specific skills and strengths to improve variety of activities and program.	H	Identify staff skills and strengths through staff appraisals. Allocate time for each staff to implement activities or share their specific interest/skill. Staff meetings and staff Questionnaire. Use staff profiles to identify strengths, hobbies and skills.	Educators are actively engaged in sharing their skills and strengths in each session.	16/12/17	SZP- 11/10/17 educators are completing their staff appraisals. RR-25.10.17- Today we debriefed about how everyone is going and thoughts and reflection on ourselves. RR-30.10.17- Today we introduced a new staff member. Through conversation we gained more knowledge about this person and his strengths and extra skills to add to our program. RR- 30.11.17- Staff profiles were filled in and placed up on our office windows.





Example Quality Improvement Plan

Quality Improvement Plan for QA6

Summary of strengths for QA6

[Strengths]	<ul style="list-style-type: none">• Prior introduction/relationships are developed with educators and the wider school community• TheirCare have attended parent information sessions and prep information sessions to provide face-to-face support for families• TheirCare have gathered information regarding the school and the school community.• Educators have attended parent information night and school assemblies prior to commencement of operation.• Educators have been available for consultation with families• Upon enrolment educators have contacted parents of children with additional needs prior to attendance.• Educators have attended the local council for further information and resources within the community• TheirCare have communicated with each family through the registration period.• TheirCare customer service team was also available at the service for the first week for parents with inquiries to ensure a smooth transition.
--------------------	---

Example Quality Improvement Plan

Key improvements sought for QA4

Improvement plan

Standard/ element	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
6.1.1	Educators to have positive and trusting relationships with families and school community.	H	Welcome breakfast. Information nights. Ongoing conversations. Educators share information about themselves. Connect with the school community through Fetes. Sports events and assembly. Through inviting parents to be involved in the parent committee and attend termly meetings.	Families feel comfortable with their children in the care of TheirCare educators. Families experience positive interactions empathy and understanding from TheirCare team. Parent attending the termly meetings and providing feedback for improvement.	18/12/17	SZP-11.10.17- This morning we had all our management team here at Aspendale Gardens for the welcome breakfast and introduced themselves. RR-2.11.17- Today we were around the school while a transition session was on for the foundations children of 2018. We introduced ourselves to the new parents and gave information sheets to them about the service. We also discussed the opportunity for parents to be involved in the parent committee. RR- 1/12/17- Parents are giving positive feedback and writing in our reflection journal.