POSSUM PLACE CHILD CARE CENTRE

QIP SCHEDULE

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| **STANDARD/**  **ELEMENT** | GOAL | PRIORITY | BY WHEN | WHO | COMMENTS |
| **1.1.1** | Written words of children’s home languages to be displayed & used consistently in daily practice. | High | End June 2012 | FACILTATOR:  Jo  Teams B/W/P |  |
| **2.1.3** | A written plan for processes and the schedule of cleaning toys/equipment | High | May 2012 +  June 2012 | FACILITATOR:  Sue R  WHS Team members |  |
| **2.1.4** | Develop a written process for obtaining current information of individual children’s immunisation status | Low | May 2012 +  August 2012 | FACILITATOR:  Policy meeting |  |
| **2.2.1** | Develop a written procedure for storage and heating of food and baby bottles | High | April 23, 2012 +  End May 2012 | FACILITATOR:  Karen  Bilby Team |  |
| **2.3.1** | Develop a written supervision plan for in and outdoor nappy change stations as well as rest areas for children | High | End of June 2012 | FACILITATOR:  Sue Mc  Teams B/W/P |  |
| **3.1.1** | A plan to protect all persons during the upgrade to the outdoor learning environment | Low | December 2012 | FACILTATOR:  Katrina |  |
| **3.1.2** | Improve and ensure consistent cleaning practices of toys and equipment in each room | High | End April 2012 | FACILITATOR:  Sue R  Amanda |  |
| **3.1.3** | Provision of ‘quiet spaces in both in and outdoor learning environments | Medium | June 2012 | FACILITATOR:  Gemma  Teams |  |
| **3.2.1** | Consistent planning and implementation of outdoor program which is documented and reviewed regularly by each team | High | 23 April 2012  2 May 2012  5 June 2012  July 2012 | FACILITATOR:  Naomi  Teams |  |
| **3.2.1** | Consistently plan and implement creative expression activities in the outdoor learning environment | Medium | June 2012 | FACILITATOR:  Alison  Teams |  |

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| **STANDARD/**  **ELEMENT** | GOAL | PRIORITY | BY WHEN | WHO | COMMENTS |
| **4.2.1** | All staff to have full knowledge of how the early Childhood Australia *‘Code of Ethics’* relates to day-to-day practice | Medium | December 2012 | FACILITATOR:  Amanda |  |
| **4.2.1** | Update staff induction handbook and support systems | High | Mid June 2012 | FACILITATOR:  Leanne Wonser |  |
| **5.1.1** | At least one staff member to be seated with children at all mealtimes | High | End April 2012 | FACILITTOR:  Renee |  |
| **5.1.2** | All staff to include augmentative communication tools and home languages in daily practice | High | End June 2012 | FACILITATOR:  Erin M  Teams |  |
| **6.3.3** | Develop Individual Education Plans for each child with identified additional needs in consultation with their family and external agencies | High | End May 2012 | FACILITATOR:  Melissa  Teams |  |
| **6.3.4** | Identify local community and build strong bonds | Low | End July 2012 | FACILITATOR:  Kim |  |
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| **7.1.4** | Team goals that reflect teaching and learning pedagogical practices | High | Mid May 2012 | FACILITATOR:  Amanda |  |
| **7.1.4** | Identifiable inclusion of more new ideas or resources from training opportunities | Medium | Mid July 2012 | FACILITATOR:  Leeanne Wilson  Team Leaders |  |
| **7.2.1** | Centre philosophy to reflect commitment to continual improvement | Low | 1 May 2012 | FACILITATOR:  Kacy  Policy team |  |
| **7.3.5** | Update all policies + information books | Medium |  | FACILITATOR:  Jane  Policy team |  |

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| MONTH | No. | No. | No. | No. | No. | No. | No. | No. |
| **April** | 2.2.1 | 3.1.2 | 3.2.1 | 5.1.1 | 7.3.5 |  |  |  |
| **May** | 2.1.3 | 2.1.4 | 2.2.1 | 2.3.1 | 3.2.1 | 6.3.3 | 7.1.4 | 7.2.1 |
| **June** | 1.1.1 | 2.1.3 | 3.1.3 | 3.2.1 | 3.2.1 | 5.1.2 |  |  |
| **July** | 3.2.1 | 6.3.4 | 7.1.4 |  |  |  |  |  |
| **August** | 2.1.4 |  |  |  |  |  |  |  |
| **September** |  |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |  |
| **December** | 3.1.1 | 4.2.1 |  |  |  |  |  |  |