



PROGRAM DEVELOPMENT POLICY AND PROCEDURE

PURPOSE

To ensure business risk is minimised and market leverage is maintained through the appropriate design and delivery of Napier Music Academy programs

To ensure alignment with the program philosophy

SCOPE

- Before School Program
- After School Program
- School Holiday Program
- **Delegated authority New Program Design** is with the Managing Director
- **Delegated authority Program Evaluation** is with the Centre Supervisor
- **Delegated authority Revised Program Design** is with the Manager

POLICY & PROCEDURE

New program design

- All staff are encouraged to contribute to new ideas for Napier Music Academy and in program design. These ideas are taken to the regular staff meetings held with the Manager and/ or Managing Director. All new programs are required to 'fit' the Napier Music Academy philosophy and ensure any child's special needs can be met. The proposals brought forward must demonstrate this
- Activities will involve no electronics, encouraging the child to explore, investigate, think outside the square and master skills, crafts and activities that they have not had an opportunity to do elsewhere. A "free play" approach is encouraged, so that each child can discover skills they enjoy at their own pace
- Where possible, we will use materials that have been recycled, and also have a recycling system in each centre, where children participate in the processes.
- The best environment for the children is where there is a provision of space that allows a child to grow and develop, enabling exploration in both the indoors and outdoors and where freedom of space is not inhibited. Consideration is given for both active and passive activities within the spaces of each centre during program development
- Different ages of the children also need to be considered as this will affect the space and activities that they will participate in
- Napier Music Academy Programmes recognise and celebrate the diversity of the cultures in our community, and acknowledge this by including music, food, art, clothing and festivals of cultures represented by the children and families who attend our programs. These customs are included wherever possible in the day to day care of children

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Authorised by.....
Annabelle Flood Managing Director

Date Reviewed:



- The Manager will determine the number of school aged children at each centre as part of program design primarily guided by the space available
- If the new proposed program meets the philosophy, the Managing Director in liaison with the Manager will ensure:
 - Financial viability through development of accurate budgets and profit forecasting
 - Identify the potential demand for the program and potential risks
 - Identify potential suppliers, location, staffing requirements and any services that are required to be sub-contracted
- If the program is to proceed a program action plan is developed by the Manager and approved by the Managing Director. As a minimum requirement this will cover
 - Development of budgets and forecast based on demand
 - Development of a risk plan that includes identifying risk and strategies to mitigate, minimise or eliminate risk (RAMS)
 - Management of all matters related to the location (e.g. lease agreements, subcontracting, management of supplies, disaster plan in place)
 - Planned actions for recruiting appropriate staff
 - Program supplies including any capital expenditure required (e.g. purchase of vacuum cleaner)
- On commencement of any new service/ centre a hazard register must be completed by the Centre Supervisor for that new service

Risk Assessment Management Plans (RAMS)

The purpose of the RAMS alongside the program plan is to ensure any risks associated with the program activities are mitigated, minimised or eliminated. These fall into three key areas:

- **People;** e.g. skills, attitudes, age, health, ratios, etc
- **Equipment;** e.g. clothing, transport, activity specific gear, etc
- **Environment;** e.g. weather, terrain, water, season, etc

Nutrition

- Children will be encouraged to have a healthy lunch and snacks while attending Napier Music Academy programs. Planning to meet the nutritional needs of the children is considered an important part of developing and implementing programs
- Parent(s)/ Guardians provide some of the food while their children attend programs. It is also the parent(s)/ Guardians responsibility to alert staff to any special dietary requirements for a child (which may relate to health or cultural/religious issues) at time of enrolment. The staff must be informed in writing of the necessary details.
- During the course of the programmes Napier Music Academy will provide a variety of food types for the children

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- All food and beverage provided to the children will be handled in an appropriate manner as outlined under the Health and Safety Policy
- Sufficient quantity of food to respond in a civil defence emergency is required to be held on the premises; this includes any special dietary requirements that parent(s)/ Guardians supply
- Drink bottles must be named and will not be shared. A supply of fresh water will be easily accessible for the children.

Program evaluation

- The program is to be reviewed in line with the program cycle (3-5 week cycles). The review is led by the Centre Supervisor and completed 1 week prior to the end of the cycle in consultation with all staff
- Proposed changes are required to 'fit' the Napier Music Academy philosophy and proposals brought forward for approval to the Manager must demonstrate this along with identifying the required supplies and draft RAMS
- The revised program plan, RAMS and supplies list is forwarded to the Manager for approval

Revised program implementation

- We encourage that a child who has mastered a skill sufficiently, to pass it on to another child or adult (age appropriate and under supervision) to develop their communication skills and confidence by sharing knowledge with another individual so they can in turn master the skill or activity. This can be considered in program implementation
- The Managing Director is responsible for ensuring the supplies have been approved and appropriate delegation for purchasing completed
- The Centre Supervisor is responsible for orientating all staff to the approved revised program plan and any current (e.g. sun-smart), revised or new RAMS.

AUTHORITY TO ADMINISTER

- Managing Director and Manager

Appendix

1. Program plan sample School holiday program
2. Program plan template School holiday program
3. Program Development Action Plan
4. RAMS

Cross referenced policies

- Management of Supplies
- Human Resource Management
- Child Safety
- Health and Safety

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- Disaster Management

Other Cross referenced documents

- Oscar Standards, MSD Nov 2011
- Sub-contract document
- Napier Music Academy Philosophy
- Program budgets
- Privacy Act 1993
- Human Rights Act 1993
- Health and Safety in Employment Act 1992/ Amendment Act 2002

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Program Name: Music Holiday Programme
 holiday program
Program Location: Clive Square
Program Dates; 2 – 6 October 2017

Appendix 1; SAMPLE School

MONDAY		
Time	Event	Teachers
9.00	Introduction – main room. Introduce ourselves, teachers/students, rules, toilets, plan for the week, plan for the day, split into groups	AF, RL, AS
9.30	Workshops Rotation 1: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
10.00	Workshops Rotation 2: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
10.30	Morning break	
11.00	Workshops Rotation 3: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
11.30	Singing Workshop: All students, easy canons	RL
12.00	LUNCH (in the park if sunny)	
1.00	Writing a song (Topic: Playing for change) in groups	AF, RL, AS
1.40	Afternoon break	
2.00	Writing a song (Topic: Playing for change) in groups	AF, RL, AS
2.30	Music Listening	RL, AF, AS
TUESDAY		
Time	Event	Teachers
9.00	Briefing	AF, RL, AS
9.10	Workshops Rotation 1: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
9.30	Workshops Rotation 2: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
10.00	Workshops Rotation 3: Singing, Percussion/Rhythm, Guitar	AF, RL, AS
10.30	Morning break	
11.00	Writing a song in groups	AF, RL, AS
12.00	LUNCH (in the park if sunny)	
1.00	Writing a song in groups	AF, RL, AS
1.40	Afternoon break	
2.00	1 – 2 other songs as a group	AF, RL, AS
2.30	Music Listening	RL, AF, AS

WEDNESDAY		
Time	Event	Teachers
9.00	Briefing	AF, RL, AS

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9.10	Writing a song	AF, RL, AS
10.00	1 – 2 other songs as a group	AF, RL, AS
10.30	Morning break	
11.00	Writing a song & 1 – 2 other songs as a group	AF, RL, AS
12.00	LUNCH (in the park if sunny)	
1.00	Music Listening	RL
1.40	Afternoon break	
2.00	COSTUME DESIGN/CD DESIGN	AF, RL, AS
2.30	COSTUME DESIGN/CD DESIGN	AF, RL, AS

THURSDAY

Time	Event	Teachers
9.00	Briefing	AF, RL, AS
9.10	Writing a song & 1 – 2 other songs as a group	AF, RL, AS
10.30	Morning break	
11.00	Perform your songs (original tune & 1 – 2 other songs) for rest of students in main room	AF, RL, AS
12.00	LUNCH (in the park if sunny)	
1.00	BUSKING (leave approx.. 12.40)	AF, RL, AS
2.00	Afternoon break	
2.30	Music Listening	ALL

FRIDAY

Time	Event	Teachers
9.00	Briefing	AF, RL, AS
9.15	Recording songs (AS to do recording)	AF, RL, AS
10.30	Morning break	
11.00	Recording songs (AS to do recording)	AF, RL, AS
12.00	LUNCH (in the park if sunny)	
1.00	Practice for concert	AF, RL, AS
2.00	Teachers prep for music concert/Kids have afternoon break	ALL
2.30	CONCERT for Parents/Friends	ALL

Program Name: Music Holiday Programme
 program
Program Location: Clive Square
Program Dates; 2 – 6 October 2017

Appendix 1; TEMPLATE School holiday

DAY (MONDAY)

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TIME	TASK	TEACHER CODE
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Program Development Action Plan

Appendix 2 Program development action plan

Name of Program.....

Proposed commencement date.....

TASK	Details	By whom	By when	

Risk assessment management system (RAMS)

Appendix 3; RAMS page 1 of 2

Activity: Date and time:

Location: Centre

Supervisor

Risks	Factors that could lead to the risk	Reducing the risk Eliminate/Isolate/mi

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Appendix 3; RAMS **page 2 of 2**

Minimum skills required by staff (if appropriate):

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National standards (if applicable)

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Comments

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Activity Approved: Yes No Signature of Centre Supervisor.....

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