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- x ensuring documentation is written in plain language and is easy to understand by both educators and parents/guardians (Regulation 74(2)(b))
- x ensuring a copy of the educational program is displayed at the service and accessible to parents/guardians (Regulation 75)
- x ensuring that parents/guardians are provided with information about the content and implementation of the educational program, their child's participation in the program and documentation relating to assessments or evaluations of their child (Regulation 76)
- x developing and evaluating the educational program in collaboration with the Nominated Supervisor, educators, children and families.

The Nominated Supervisor is Responsible for:

- x ensuring that the educational program is stimulating and engaging, enhances children's learning and development, and is based on an approved learning framework (refer to Definitions) (Section 168)
- x ensuring the developmental needs, interests and experiences, and the individual differences of each child are accommodated in the educational program (Section 168) (refer to Inclusion and Equity Policy)
- x displaying a copy of the educational program at the service in a location accessible to parents/guardians
- x ensuring that each child's learning and development is assessed as part of an ongoing cycle of planning, documentation and evaluation
- x ensuring that there is a record of learning and development for each child, and that it is updated and maintained on an ongoing basis
- x developing and evaluating the educational program in collaboration with the Approved Provider, educators, children and families
- x ensuring regular communication is established between the service and parents/guardians in relation to their child's learning and development.

Certified supervisors and other educators are Responsible for:

- x delivering an educational program that is stimulating and engaging, enhances children's learning and development, and is based on an approved learning framework (refer to Definitions)
- x considering the developmental needs, interests and experiences, and the individual differences of each child in the educational program (refer to Inclusion and Equity Policy)
- x assessing and documenting each child's needs, interests, experiences, participation and progress in relation to the educational program in a way that is easy to understand for parents/guardians
- x making information available to parents/guardians about their child's participation in the educational program
- x communicating regularly with parents/guardians in relation to their child's learning and development
- x developing and evaluating the educational program in collaboration with the Approved Provider, Nominated Supervisor, children and families.

Parents and Guardians are Responsible for:

x communicating regularly with the service in relation to their child's learning and development

x providing input to the development of the educational program in collaboration with the Approved Provider, Nominated Supervisor, educators and children.

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