# PLAYCENTRE ANNUAL PLAN OVERVIEW

WHAT IS AN ANNUAL PLAN?

As a licensed early childhood centre every Playcentre is required to have an annual plan [GMA8]. The Ministry of Education [MOE] describe an annual plan as ‘identifying 'who', 'what', and 'when' in relation to key tasks undertaken each year and how key tasks will have regard will have regard to the Statement of National Education and Learning Priorities [NELP].’

For more information, visit the MOE website ‘Licensing criteria for centre-based ECE services’ [here](https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/governance-management-and-administration/planning-and-documentation/gma8-annual-plan/)

WHY HAVE AN ANNUAL PLAN?

[MOE:](https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/governance-management-and-administration/planning-and-documentation/gma8-annual-plan/) ‘An annual plan is part of good business practice and will show the Ministry of Education how the service intends to ensure ongoing compliance with all regulatory requirements and criteria.’

GUIDANCE FOR CENTRES

The examples provided here provide a starting point to show how centres can meet (or exceed) the requirement. Centres may choose to use other approaches better suited to their needs as long as they comply with the criteria. The annual plan describes what the service will do in the next 12 months. The annual plan should be

* created in consultation with all centre whānau so that the teaching and learning needs of the children can be met
* developed at the same time as the annual budget
* reviewed regularly at centre business meetings.

Having regard for the NELP means being able to demonstrate in the documented annual plan how relevant key tasks e.g. curriculum review or policy review align with the objectives of the NELP. Centres will need to ensure those involved in the creation of the annual plan are familiar with priorities 1-6 of the NELP. The first 3 objectives are relevant to ECE.

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| OBJECTIVE 1: LEARNERS AT THE CENTRE | |
| Priority 1 | Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying |
| Priority 2 | Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures |
| OBJECTIVE 2: BARRIER-FREE ACCESS | |
| Priority 3 | Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs |
| Priority 4 | Ensure every learner/ ākonga gains sound foundation skills, including language, literacy and numeracy |
| OBJECTIVE 3: QUALITY TEACHING AND LEADERSHIP | |
| Priority 5 | Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning |
| Priority 6 | Develop staff to strengthen teaching, leadership and learner support capability across the education workforce |

The full document and further explanation is available here: [The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy (TES)](https://www.education.govt.nz/our-work/overall-strategies-and-policies/the-statement-of-national-education-and-learning-priorities-nelp-and-the-tertiary-education-strategy-tes/)

The NELP underpin all actions we take in Playcentre as we strive for equity and quality.  Centres should

* use the NELP to select internal evaluation topics and/or use the NELP to research ideas and make decisions about best practice during the internal evaluation cycle
* use the NELP to guide decisions about centre practices, allocation of resources and teaching practices.

STRATEGIC PLANS

In addition to the required annual plan, centres may also have a strategic plan.

Strategic plans are not a licensing requirement. However, having a plan that looks beyond ‘this year’ to the medium or long term can be very helpful for a centre. Strategic planning enables a service to determine its direction and what it hopes to achieve in the future.

Strategic plans are best developed in consultation with all centre whānau and other relevant stakeholders and needs to be reviewed regularly and progress recorded.

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THIS GUIDE

STGIC PL

This contains documents for your annual plan:

* A one-page overview with the key tasks displayed month by month
* A five-page document with key tasks displayed in areas of responsibility.

Your centre should use these documents as a base to build on by adding in other local events and tasks as well as naming who will be responsible for each task.

As the year progresses, the person named as responsible for the task should initial it as completed.

# MONTHLY PLAYCENTRE ANNUAL PLAN 2023-2024 [CALENDAR VIEW]

2023-2024

REGULAR TASKS This *Calendar View* is a summary of the *Responsibilities View* of the Annual Plan where NELP are identified

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| **Daily tasks** | **Weekly tasks** | **Monthly tasks** | **Termly tasks** |
| * Health & Safety Check * Parents sign in and out * Ensure supervision requirements are met * Ensure a first aider is present * If on a trip complete relevant forms * End of session evaluations | * Documenting learning experiences and   outcomes for tamariki (e.g. learning stories, magic moments, photos) and plan for future learning | * Reconcile bank accounts, present financial documents and approve payments * Review hazard checks, incident & illness records and plan to remedy issues * Print, sign (all parents) and file attendance attestation pages | * Separate fire, earthquake and shelter in place drills (3 monthly) * Curriculum Planning e.g. curriculum design cycle; notice, recognise and respond * Centre Business hui minimum 2x term * Investigate available grants in regions * Centre working bee * Review medicine records and reconfirm any health plans (eg for allergies) |

MONTHLY TASKS *Remember to add ’who’ will do these tasks in your centre on the responsibilities view of the plan*

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| **SEPTEMBER 2023** | OCTOBER 2023 | NOVEMBER 2023 | DECEMBER 2023 |
| * Adult Learners Week 4th - 10th * Te Wiki o Te Reo Māori 19th-23rd * Complete annual Finance Pack * Smoke alarms test and clean * Supervision Plan T4 * Bark & sand top-up if needed | * Grandparents’ Day 1st * Hold AGM by the end of month * Refresh onsite First Aid Kit * Playgroup funding received * Check and clean shade sails | * Officeholders list to region & Charities * Officeholder Support meetings/Cluster * Supervision Plan T1 * Refresh Excursion First Aid Kit * Notifiable fire drill term 4 * National AGM | * Report on Targeted Funding for Disadvantage * Bulk funding received by centre * Arrange for floors cleaning during break * Bark and sand top up * Last day of term - Friday 15th * Enjoy the summer holidays! |
| **JANUARY 2024** | **FEBRUARY 2024** | **MARCH 2024** | **APRIL 2024** |
| * Wash building, roof, gutters and downpipes * Carpets/rugs commercially cleaned * Vinyl floors polished (if applicable) * Set up centre for coming year * First day of term - Monday 29th | * Waitangi Day 6th * Refresh Civil Defence Kit * Playgroup funding applied for * Service heat pumps * Check bark chips depth and top up if needed | * Playcentre Open Week 4th - 8th * Children’s Day 3rd * Supervision Plan for T2 * Plan major internal evaluation topic * Smoke alarms test and clean * Cluster meeting | * Refresh on-site First Aid Kit * Playgroup funding received * Notifiable fire drill term 2 * Bulk funding received by centre * Outdoor surfaces - check and action for moss & mould removal, & need of anti-slip protection |
| **MAY 2024** | JUNE 2024 | JULY 2024 | AUGUST 2024 |
| * NZ Sign Language Week 6th - 12th * Refresh Excursion first aid kit * Cluster meeting * Electrical tag & test for items that can be unplugged (every 2-5 years) | * National Volunteers Week 16th - 22nd * Supervision Plan T3 * Submit any Lotteries grant request * Matariki Friday 28th * Tangata Tiriti Hui * Hui ā-tau Māori * Bark & sand top-up if needed | * Advertise officeholder roles within centre and seek nominations * Mini internal evaluation: Governance * Review of emergency plan * Playgroup funding applied for * Prepare annual plan and draft budget for 2024-2025 | * Messy Play Week 19th - 23rd * Finalise annual plan and budget including property requirements & projects * Ensure Xero up to date * Set AGM date and send invitations * Refresh Civil Defence Kit * Cluster meeting * Bulk funding received by centre |

# PLAYCENTRE ANNUAL PLAN 2023-2024 [RESPONSIBILITIES VIEW]

**\*** Links to the objectives and priorities of [Statement of National Education and Learning Priorities (NELP)](https://assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-NELP-2020.pdf)

These actions demonstrate commitment to the NELP objectives relevant to the ECE sector:

**1. Learners at the Centre.** Learners with their whānau are at the centre of education

**2. Barrier Free Access.** Great education opportunities and outcomes are within reach for every learner

**3.**  **Quality Teaching and Leadership**. Quality teaching and leadership make the difference for learners and their whānau

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| **2023-2024** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **GOVERNANCE AND LEADERSHIP NELP Objective focus - Learners at the centre. Learners with their whānau are at the centre of education** | | | | | | | | | | | |
|  |  | Ratify at AGM   * Philosophy Practice statement * Fee schedule * Annual Budget * Annual & Strategic plans |  | Review progress against annual and strategic plans |  |  | Review progress against annual and strategic plans |  | Review progress against annual and strategic plans  Review  philosophy  statement | Develop  strategic focus  for 2024-2025 | Write strategic  plan (if centre chooses to do so) inclusive  of practices in  line with the  NELP |
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| ***Strategic*** |
| ***evaluation*** |
| ***\* 1 & 3*** |
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| ***WHO:*** |
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| ***Regular evaluation***  ***\*1***  ***WHO:*** | Communication and Media Policy | Term 4 Assurance check [CA] |  |  | Policy / procedure reviews:   * Health & safety   Term 1 Assurance check [CA] | Policy / procedure reviews:   * Laundering * Nappy Changing & Disposal * Sleeping Children | Policy / procedure reviews:   * Illness, Incident & Injury * Child Washdown * Sick child Isolation | Policy / procedure reviews:   * Medicine Administration * Hazard and Risk Management * Child protection * Curriculum Positive Guidance * Property | Policy / procedure reviews:   * Excursion * Food and Drink * Employment * Branding * Finance   Term 2 [CA]  Assurance check | Policy / procedure reviews:   * Emergency Planning * Fire and Evacuation * Earthquake * Sheltering-in Place   Review centre fee schedule | Term 3 Assurance check [CA] |
| ***Local meetings and training \*1***  ***WHO:*** | Centre  Prepare officeholder reports for AGM | Centre AGM | Centre  Cluster | Centre | Centre | Centre Cluster | Centre | Centre Cluster | Centre | Centre | Centre  Set AGM date, venue & advertise |
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| **2023-2024** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| ***Cooperative management***  ***\*1***  ***WHO:*** |  | Office holder transition/hand over – support people in new  roles | Office bearer training |  |  |  |  |  |  | Advertise centre office holder roles | Empower individuals into office holder roles |
|  | Office bearer training |  |  |
| ***National meetings \*3*** |  |  | National AGM |  |  |  |  |  | Hui-ā-tau Tangata Tiriti Hui |  |  |
| ***WHO:*** |  |  |  |  |
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| **2023-2024** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **FINANCE** | | | | | | | | | | | |
| ***MoE \*1 & 2***  ***WHO:*** |  | Playgroup funding paid to centre | Bulk Funding received by Playcentre Aotearoa | Bulk Funding paid to centre |  | Bulk Funding received by Playcentre Aotearoa | Bulk Funding paid to centre  Playgroup funding paid to centre |  |  | Bulk Funding received by Playcentre Aotearoa | Bulk Funding paid to centre |
| ***Centre accounts \*2***  ***WHO:*** | Monthly reconciliation, and approval at next centre meeting | Accounts reconciled, presented for approval at AGM | Monthly reconciliation of accounts in Xero, and approval at next centre meeting | | | | | | | | |
| ***External Reporting \*2***  ***WHO:*** | GST due monthly – if registered | | | | | | | | | | |
| Prepare EOY accounts for centre AGM  Complete Finance Pack (for National Finance Team) |  |  | Targeted Funding report for Disadvantaged due to Regional |  |  |  |  | Prepare draft budget  MoE Financial declarations for Year End due | Finalise property requirements and projects for the budget for the coming year | Finalise Budget  Ensure Xero Reconciliation up to date |

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| **2023-2024** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **COMMUNICATIONS** | | | | | | | | | | | |
| ***Contact lists, social media and noticeboard***  ***\*1***  ***WHO:*** | Refresh noticeboards | Create social media plan for coming year | Update contact lists & send to Regional Office |  | Refresh & update website/ social media | Refresh & update contact lists | Refresh noticeboards |  |  | Advertise office holder roles at centre |  |
| ***Playcentre Newsletters \*1*** | Playcentre Bulletin. First Monday of each month | | | | | | | | | | |
| **PROMOTIONS** | | | | | | | | | | | |
| ***Community Events.***  ***Raise awareness) \*1 & 2*** | Te Wiki o Te Reo Māori 19th - 23rd  Adult Learners Week 4th - 10th | Grandparents’ Day 1st |  | End of year events | Waitangi Day 6th | Playcentre open week 4th - 8th  Children’s Day 3rd | ANZAC Day 25th | NZSL Week  6th - 12th | Matariki 28th  National Volunteers Week 16th - 22nd |  | Messy Play Week  19th - 23rd |
| **TEACHING AND LEARNING** | | | | | | | | | | | |
| ***Supervision***  ***\*3***  ***WHO:*** | Review quals & send Supervision Plan for Term 4 for approval |  |  | Review quals & send Supervision Plan for Term 1 for approval |  | Review quals & send Supervision Plan for Term 2 for approval |  |  | Review quals & send Supervision Plan for Term 3 for approval |  |  |
| ***Regular evaluation: equipment audit \*2 & 3***  ***WHO:*** |  | Playdough, Sand, Water | | | Carpentry, Clay, Collage, Te Ao Māori | | | Blocks, Construction, Exploratory, Family, Finger paint | | | Infants & Toddlers, Manipulative, Movement & Sound, Paint |
| ***Strategic evaluation: Curriculum (Internal evaluation)***  ***\*2 & 3***  ***WHO:*** |  | Curriculum review: Monitoring and evaluating impact and celebrating | | | Curriculum review: Noticing, investigating, collaborative sense making | | | Curriculum review: Prioritising to take action | | | Curriculum review: Monitoring and evaluating impact |

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| **2023-2024** | | **September** | | **October** | | **November** | **December** | **February** | | | **March** | | **April** | | **May** | | **June** | | **July** | | **August** | |
| ***Curriculum planning.***  ***Learning priorities***  ***WHO:*** |  | |  | |  | |  | | Choose a focus for learning priorities for the year | |  | |  | |  | |  | |  | | Review learning priorities.  Extend or refocus | | |
| ***Adult Education & Learning \*3***  ***WHO:*** | iQualify groups start 1st  Request T4 workshops | | iQualify groups start 1st | | iQualify groups start 1st | | Request T1 workshops | | iQualify groups start 1st | | iQualify groups start 1st  Request T2 workshops | | iQualify groups start 1st | | iQualify groups start 1st | | iQualify groups start 1st  Request T3 workshops | | iQualify groups start 1st | | iQualify groups start 1st | | |
| **HEALTH AND SAFETY** | | | | | | | | | | | | | | | | | | | | | |
| ***First Aid \*1***  ***WHO:***  ***(Initial when each task is completed)*** | |  | | On-site Kit refresh | | Excursion Kit refresh |  | Civil Defence Kit refresh (food, water, batteries etc.) | |  | | On-site Kit refresh | | Excursion Kit refresh | |  | |  | | Civil Defence Kit refresh (food, water, batteries etc.) | |
| ***Fire, Earthquake and Shelter in Place \*1***  ***WHO:*** | | Earthquake | | Shelter in place | | Fire – notified to fire service | Earthquake | Fire | | Earthquake | | Fire – notified to fire service | | Shelter in place | | Earthquake | | Fire | | Shelter in place | |
| ***Hazard, accident, illness, incident and near miss register \*1***  ***WHO:*** | | Review at each Centre business meeting | |  | | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | |  | | Review at each Centre business meeting | |  | | Review at each Centre business meeting | | Review at each Centre business meeting | | Review at each Centre business meeting | |
| ***Medicine records and health plans***  ***\*1***  ***WHO:*** | |  | | Review medicine records and reconfirm any health plans (eg for allergies) | |  |  | Review medicine records and reconfirm any health plans (eg for allergies) | |  | |  | | Review medicine records and reconfirm any health plans (eg for allergies) | |  | |  | | Review medicine records and reconfirm any health plans (eg for allergies) | |

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| **2023-2024** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **PROPERTY** | | | | | | | | | | | |
| ***Building WOF Checks***  ***\*1***  ***WHO:*** | Complete at beginning or end of each month. | | | | | | | | | | |
| ***Safety audits***  ***\*1***  ***WHO:*** | Top up soft-fall & sand if needed  Smoke Alarm test & clean |  |  | Top up soft-fall & sand if needed | Top up soft-fall & sand if needed | Smoke Alarm test & clean |  | Outdoor surfaces – treatment of moss/mould and lichen if needed | Top up soft-fall & sand if needed |  |  |
| ***Maintenance***  ***\*1***  ***WHO:*** | Clean heat pump filters | Centre Working Bee:   * weeding & pruning in spring/summer, * spraying in school holidays   Check condition of, and clean shade sails | Schedule for Dec-Jan holidays:  Centre Working Bee: weeding, pruning, spraying  Wash down of building, roof, gutters, spouting, sheds, fences, play equipment  NB contractor required for height over 1.8m. Centres on tank water - disconnect guttering prior to cleaning. Reconnect after some rainfall.  Floor cleaning:   * Carpets/rugs commercially cleaned * Vinyl floors polished (if applicable) | | Service heat pumps |  | Centre Working Bee:   * weeding & pruning in spring/summer, * spraying in school holidays   Outdoor surfaces: check and action for moss & mould removal, & need of anti-slip protection | Electrical tag & testing for items that can be unplugged (recommended every 2- 5 years, vacuums every 6 months)  Clean heat pump filters |  | Centre Working Bee:   * weeding & pruning in spring/summer, * spraying in school holidays   Clean heat pump filters |  |
| ***Annual Checks*** | * Playground inspection by Playsafe (every 2 years) * Whole of premises check by Regional Property Manager (once a year) * BWOF inspection (where required) | | | | | | | | | | |