

Annual Management Plan

Daily

- Hazard check
- Parents sign in and out
- End of session evaluations

Weekly

- Learning stories for tamariki

Monthly

- Hold business meeting
- Present financials and approve payments
- Review hazard checks, incident & illness records and plan to remedy issues
- BWOFF checks

Termly

- Separate fire, earthquake and sheltering in place drills
- Curriculum Planning
- Term 1 and 4 = Sunhats worn outside
- CA's do Assurance check

January

School holidays

- Set up centre for coming year
- Ensure centre resources and housekeeping stocked (paint, flour, soap, etc)
- Any agreed pay increases come into effect

February

Term 1 starts Waitangi Day

- RS7 to be completed by CAs
- Refresh Civil Defence Kit
- Complete Property Maintenance Checklist
- Make sure plan in place for Playcentre Open

March

Playcentre Open Week Children's Day

- Supervision Plan for T2
- Plan major internal evaluation topic
- Check Smoke Alarms
- Bulkfunding received by centre
- Cluster meeting

April

Easter ANZAC Day School Holidays

- Refresh on-site First Aid kit
- Consider if need to submit papers for National AGM

May

NZ Sign Language Week

- Refresh Excursion First Aid Kit
- Playground Safety Check
- Cluster meeting refresh

June

Matariki

- RS7 to be completed by CAs
- Prepare annual plan and draft budget for 2020-2021
- Supervision Plan T3
- Submit any Lotteries grant request
- Review papers for National AGM

July

Te Wiki o te Reo Maori School Holidays

- CA submits ECE Returns (RS61) with info on 3rd week June
- Advertise officeholder roles within centre and seek nominations
- Mini internal evaluation: Governance
- Bulkfunding received by centre
- National AGM

August

- Finalise annual plan and budget for 2020-2021
- Ensure Xero up to date
- Set AGM date and send invites
- Refresh Civil Defence Kit
- Complete Property Maintenance Checklist
- Cluster meeting

September

School Holidays

- Run End of Year accounts
- Complete financial and equity reporting
- Appraisal of centre-based staff
- Supervision Plan T4
- Check Smoke Alarms

October

- Hui-ā-tau Māori
- RS7 to be completed by CAs
- Hold AGM
- Confirm fees at AGM
- Plan for Playcentre Open Week 2021
- Refresh onsite First Aid Kit
- Decide end term 4 date & notify Regional office

November

- Tangata Tiriti Hui
- Officeholders list to region & Charities
- Officeholder Support meetings/Cluster
- Supervision Plan T1
- Refresh Excursion First Aid Kit
- Playground Safety Check

December

Christmas School holidays

- Bulkfunding received by centre
- Report on Targeted Funding for Disadvantage.
- Arrange for floors to be polished during Christmas break
- Enjoy the summer holidays!

