

PLAYCENTRE ANNUAL PLAN OVERVIEW

WHAT IS AN ANNUAL PLAN?

As a licensed early childhood centre all Playcentres are 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.'

WHY HAVE AN ANNUAL PLAN?

MOE: '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 provides a starting point for centres 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. It is detailed enough to cover day-to-day events, for example, excursions, staff appraisals or professional development.

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. The annual plan should be developed at the same time as the annual budget.

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.

In this document find two examples of an annual plan

- A one-page annual plan with the key responsibilities displayed month by month.
- A three page document with key responsibilities displayed in areas of responsibilities with more detail information about each area of responsibility.

MONTHLY PLAYCENTRE ANNUAL PLAN 2021-2022 [CALENDAR VIEW]

REGULAR TASKS

Daily tasks	Weekly tasks	Monthly tasks	Termly tasks
<ul style="list-style-type: none"> Hazard Check Parents sign in and out End of session evaluations 	<ul style="list-style-type: none"> Documenting learning experiences and outcomes for tamariki (e.g. learning stories, magic moments, photos) 	<ul style="list-style-type: none"> Reconcile bank accounts, Present financials and approve payments Review Hazard checks, incident & illness records and plan to remedy issues Attestation signatures (Attendance) 	<ul style="list-style-type: none"> Separate fire, earthquake and reverse evacuation 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 Bees

MONTHLY TASKS

JANUARY	FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> Set up centre for coming year Any agreed pay increases come into effect Centre to add BWOFF check in applicable month Centre to add fire check in applicable month 	<ul style="list-style-type: none"> Term 1 starts Waitangi Day Refresh Civil Defence Kit RS7 completed by RFAs Playgroup Funding applied for 	<ul style="list-style-type: none"> Playcentre Open Week Children's Day Supervision Plan for T2 Plan major internal evaluation topic Check Smoke Alarms Cluster meeting 	<ul style="list-style-type: none"> ANZAC Day Refresh on-site First Aid kit Send Papers for national AGM Bulkfunding received by centre Playgroup Funding received Notifiable fire drill term 2
MAY	JUNE	JULY	AUGUST
<ul style="list-style-type: none"> NZ Sign Language Week Refresh Excursion First Aid Kit Cluster meeting Report on Equity Funding 	<ul style="list-style-type: none"> Matariki Prepare annual plan and draft budget for next financial year Review 5 year property & equip plan for next financial year Supervision Plan T3 Submit any Lotteries grant request RS7 to be completed by RFAs 	<ul style="list-style-type: none"> Te Wiki o te Reo Maori Advertise officeholder roles within centre and seek nominations Mini internal evaluation: Governance Review of emergency plan National AGM ECE census submitted by RFAs Playgroup Funding applied for 	<ul style="list-style-type: none"> Finalise annual plan and budget for next financial year Finalise 5 year property & equip plan for next financial year Ensure Xero up to date. Bulkfunding received by centre Set AGM date and send invites Refresh Civil Defence Kit Cluster meeting
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> Complete End of Year accounts, send financial information to finance team Appraisal of centre-based staff begins Supervision Plan T4 Check Smoke Alarms Complete Property and Playground Checklist (or October) 	<ul style="list-style-type: none"> Hold AGM by the end of month Refresh onsite First Aid Kit Hui ā-tau Māori Decide end term 4 date & notify Regional office RS7 to be completed by RFAs Playgroup Funding received 	<ul style="list-style-type: none"> Officeholders list to region & Charities Officeholder Support meetings/Cluster Supervision Plan T1 Refresh Excursion First Aid Kit Tangata Tiriti Hui Notifiable fire drill term 4 	<ul style="list-style-type: none"> Report on Targeted Funding for Disadvantage. Bulkfunding received by centre Arrange for floors to be polished and carpets cleaned during break Bark and sand top up Enjoy the summer holidays!

PLAYCENTRE ANNUAL PLAN 2021-2022 [RESPONSIBILITIES VIEW]

2021-2022	September	October	November	December	February	March	April	May	June	July	August
GOVERNANCE AND LEADERSHIP											
Strategic evaluation <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>		Ratify at AGM <ul style="list-style-type: none"> Philosophy Practice statement Fee schedules Annual Budget Annual & Strategic plans 		Review strategic progress			Review strategic progress	Review philosophy statement	Review strategic progress	Develop strategic focus for 2021	Write strategic plan
Regular evaluation <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>	Communications and media policy Positive Guidance policy	Child protection policy Curriculum policy Enrolment & Attendance policy Term 4 Assurance check [CA]	Complaints Resolution policy		Health and safety policy Term 1 Assurance check [CA]	Laundering Procedure Nappy Changing and Disposal Procedure Sleeping Children Procedures Code of Conduct policy	Illness, Incident and Injury Procedures Child Washdown Procedure Sick Child Isolation Procedure	Medicine Administration Procedures Hazard and Risk Management Procedures Term 2 Assurance check [CA]	Excursions Procedure Food and Drink Procedure Employment policy	Emergency Planning Procedures Fire and Evacuation Procedure Earthquake Procedure Sheltering-in Place Procedure Review fee schedule	Term 3 Assurance check [CA]
Local meetings and training <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>	Centre Prepare officeholder reports for AGM	AGM	Centre Cluster	Centre	Centre	Centre Cluster	Centre	Centre Cluster	Centre	Centre	Centre Set AGM date, venue & advertise Cluster
Cooperative management <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>		Office holder transition/handover – support people in new roles							Advertise centre officeholder roles	Empower individuals into office holder roles	
National meetings <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>		Hui-ā-tau	Tangata Tiriti Hui						AGM papers sent to Centres	National AGM	

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FINANCE											
MoE <i>WHO:..... (Initial when each individual task is completed)</i>		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			Bulk Funding received by Playcentre Aotearoa	Bulk Funding paid to centre
Centre accounts <i>WHO:..... (Initial when each individual task is completed)</i>	Monthly reconciliation and approval Information to National level	Accounts reconciled, presented for approval at AGM	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval	Monthly reconciliation and approval
External Reporting <i>WHO:..... (Initial when each individual task is completed)</i>	Prepare EOY accounts for centre AGM <i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i> Targeted Funding for Disadvantage due	<i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i> Equity Funding report due	Prepare draft budget <i>GST due – if registered</i> MoE Financial declarations for Year End due	<i>GST due – if registered</i>	Finalise Budget Ensure Xero Reconciliation up to date <i>GST due – if registered</i>
Grants <i>WHO:..... (Initial when each individual task is completed)</i>	Complete Consolidation requests			Closing date for Lottery Community grants	Charities Report for Year End due					Closing date for Lottery Community Grants	
COMMUNICATIONS											
Contact lists, social media and noticeboard <i>WHO:..... (Initial when each individual task is completed)</i>		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 @ centre	
Playcentre Newsletters	Playcentre Bulletin	Playcentre Bulletin	Playcentre Bulletin Little Villagers	Playcentre Bulletin	Playcentre Bulletin	Playcentre Bulletin Little Villagers	Playcentre Bulletin	Playcentre Bulletin Little Villagers	Playcentre Bulletin	Playcentre Bulletin	Playcentre Bulletin Little Villagers
PROMOTIONS											
Raise awareness					Playcentre Open Week						
Community Events			Grandparents Day	End of year events	Waitangi Day	Playcentre Open Week. Children's Day	ANZAC Day	NZSL Week	Matariki	Te Wiki o Te Reo Māori	Messy Play Week

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TEACHING AND LEARNING											
Supervision <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>	Review quals & send Supervision Approval plan for Term 4			Review quals & send Supervision Approval plan for Term 1		Review quals & send Supervision Approval plan for Term 2			Review quals & send Supervision Approval plan for Term 3		
Regular evaluation: equipment audit <i>WHO:.....</i>	<i>(Initial when each individual task is completed)</i>	Playdough, Sandpit, Water			Carpentry, Clay, Collage, Te Ao Māori			Blocks, Construction, Exploratory, Family, Finger paint			Infants & Toddlers, Manipulative, Movement & Sound, Paint
Strategic evaluation: Curriculum (Internal evaluation) <i>WHO:.....</i>	<i>(Initial when each individual task is completed)</i>	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
HEALTH AND SAFETY											
First Aid <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>		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 <i>WHO:.....</i>	Earthquake <i>(Initial when each individual task is completed)</i>	Fire	Earthquake	Shelter in place	Fire – notified to fire service	Earthquake	Shelter in place	Fire	Earthquake	Shelter in place	Fire – notified to fire service
Hazard, accident, illness, incident and near miss register <i>WHO:.....</i>	Review Monthly at Centre business meeting <i>(Initial when each individual task is completed)</i>	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting	Review Monthly at Centre business meeting
PROPERTY											
Building WOF Checks <i>WHO:.....</i>	Monthly <i>(Initial when each individual task is completed)</i>	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Safety audits <i>WHO:.....</i> <i>(Initial when each individual task is completed)</i>	Check Smoke Alarms Property and Playground Checklists (or October)					Check Smoke Alarms					Property Maintenance Checklist

