# 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 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 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.

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 priorities 1-6 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.

**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 2022-2023 [CALENDAR VIEW]

2023-2024

• Supervision Plan T4

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** |
| * Hazard Check * Parents sign in and out * End of session evaluations | * Documenting learning experiences and outcomes for tamariki (e.g. learning stories, magic moments, photos) | * Reconcile bank accounts, Present financials 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 Bees |

MONTHLY TASKS

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| **JANUARY 2023** | **FEBRUARY 2023** | **MARCH 2023** | **APRIL 2023** |
| * Set up centre for coming year * Any agreed pay increases come into effect * Centre to add BWOF check in applicable month * Centre to add fire check in applicable month | * Term 1 starts * Waitangi Day 6th * Refresh Civil Defence Kit * RS7 completed by RFA * Playgroup Funding applied for | * Playcentre Open Week 6 - 10th * Children’s Day 6th * Supervision Plan for T2 * Plan major internal evaluation topic * Check Smoke Alarms * Cluster meeting * Bulk funding received by centre | * ANZAC Day 25th * Refresh on-site First Aid Kit * Send Papers for national AGM * Playgroup Funding received * Notifiable fire drill term 2 |
| **MAY 2023** | JUNE 2023 | JULY 2023 | AUGUST 2023 |
| * NZ Sign Language Week 15th * Refresh Excursion First Aid Kit * Cluster meeting | * National Volunteers Week 18 -24th * Prepare annual plan and draft budget for 2023-2024 * Review 5 year property & equipment plan for next financial year * Supervision Plan T3 * Submit any Lotteries grant request * RS7 completed by RFA | * Matariki 10 - 17th * Advertise officeholder roles within centre and seek nominations * Mini internal evaluation: Governance * Review of emergency plan * National AGM * Bulk funding received by centre * ECE census submitted by RFA * Playgroup Funding applied for | * Messy play Week 21 -25th * Finalise annual plan and budget for * Finalise 5 year property & equipment plan for next financial year * Ensure Xero up to date. * Set AGM date and send invites * Refresh Civil Defence Kit * Cluster meeting |
| **SEPTEMBER 2022** | OCTOBER 2022 | NOVEMBER 2022 | DECEMBER 2022 |
| * Te Wiki o Te Reo Māori 11 - 18th * Complete End of Year accounts, send financial information to finance team * Appraisal of centre-based staff begins * Check Smoke Alarms * Complete Property and Playground Checklist (or October) | * Grandparents’ Day 1st * 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 completed by RFA * Playgroup Funding received | * Officeholders list to region & Charities * Officeholder Support meetings/Cluster * Supervision Plan T1 * Refresh Excursion First Aid Kit * Tangata Tiriti Hui * Bulk funding received by centre * Notifiable fire drill term 4 | * Report on Targeted Funding for Disadvantage. * Arrange for floors to be polished and carpets cleaned during break * Bark and sand top up * Enjoy the summer holidays! |

# PLAYCENTRE ANNUAL PLAN 2022-2023 [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) are denoted by a superscript above.

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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| **2022-2023** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **GOVERNANCE AND LEADERSHIP** | | | | | | | | | | | |
|  |  | Ratify at AGM   * Philosophy Practice statement * Fee schedule * Annual Budget * Annual & Strategic plans |  | Review strategic |  |  | Review strategic |  | Review strategic | Develop | Write strategic |
|  | progress, | progress, | progress, | strategic focus | plan, inclusive |
|  | including review | including review | including review | for 2023-2024 | of practices in |
| ***Strategic*** | of current | of current | of current |  | line with the |
| ***evaluation \*1*** | practice in line | practice in line | practice in line |  | NELP |
| ***& 3*** | with the NELP | with the NELP | with the NELP |  |  |
| ***WHO:*** |  |  |  |  |  |
| ***(Initial when each*** |  |  | Review |  |  |
| ***task is completed)*** |  |  | philosophy |  |  |
|  |  |  | statement |  |  |
| ***Regular evaluation \*1***  ***WHO:***  ***(Initial when each task is completed)*** | Communication and Media Policy | Term 4 Assurance check [CA] |  |  | Health and safety policy  Term 1 Assurance check [CA] | Laundering Procedure  Nappy Changing and Disposal Procedure  Sleeping Children Procedures | Illness, Incident and Injury Procedures  Child Washdown Procedure  Sick Child Isolation Procedure | Medicine Administration Procedure  Hazard and Risk Management Procedure  Child protection policy  Curriculum policy  Positive Guidance Policy | Excursion Procedure  Food and Drink Procedure  Employment policy  Branding Policy Finance Policy | Emergency Planning Procedures  Fire and Evacuation Procedure  Earthquake Procedure  Sheltering-in Place Procedure  Review fee schedule | Term 3 Assurance check [CA] |
|  |  |  |  |  |  | Property Policy |  |  |  |
|  |  |  |  |  |  | Term 2 (CA) Assurance check |  |  |  |
| ***Local meetings and training \*1***  ***WHO:*** | Centre  *Prepare officeholder reports for AGM* | AGM | Centre Cluster | Centre | Centre | Centre Cluster | Centre | Centre Cluster | Centre | Centre | Centre  *Set AGM date, venue & advertise* |
| ***(Initial when each task is completed)*** |  |  |  |  |  |  |  |  |  |  | Cluster |

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| **2022-2023** | **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 |  |  |  |  |  |  | Advertise centre office holder roles | Empower individuals into office holder roles |  |
| ***(Initial when each***  ***task is completed)*** | Office bearer training |  |  |
| ***National meetings \*3*** |  | Hui-ā-tau | Tangata Tiriti Hui |  |  |  |  |  | AGM papers sent to Centres | National AGM |  |
| ***WHO:*** |  |  |  |  |
| ***(Initial when each task is completed)*** |  |  |  |  |

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| **2022-2023** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **FINANCE** | | | | | | | | | | | |
| ***MoE \*1 & 2***  ***WHO:***  ***(Initial when each task is completed)*** |  | 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:***  ***(Initial when each task is completed)*** | Monthly reconciliation, and approval at next centre meeting | Accounts reconciled, presented for approval at AGM | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting | Monthly reconciliation, and approval at next centre meeting |
| ***External Reporting \*2***  ***WHO:***  ***(Initial when each task is completed)*** | Prepare EOY accounts for centre AGM  *GST due – if registered* | *GST due – if registered* | *GST due – if registered* | *GST due – if registered*  Report on Targeted Funding for Disadvantaged due to Regional | *GST due – if registered* | *GST due – if registered* | *GST due – if registered* | *GST due – if registered* | Prepare draft budget  *GST due – if registered*  MoE Financial declarations for Year End due | *GST due – if registered* | Finalise Budget  Ensure Xero Reconciliation up to date  *GST due – if registered* |
| ***Grants \*2***  ***WHO:***  ***(Initial when each task is completed)*** | Complete Consolidation requests |  |  | Closing date for Lottery Community grants | Charities Report for Year End due |  |  |  |  | Closing date for Lottery Community Grants |  |

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| **2022-2023** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **COMMUNICATIONS** | | | | | | | | | | | |
| ***Contact lists, social media and noticeboard***  ***\*1***  ***WHO:***  ***(Initial when each task is completed)*** |  | 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 | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin | Playcentre Bulletin |
| **PROMOTIONS** | | | | | | | | | | | |
| ***Raise awareness \*1 & 2*** |  |  |  |  |  | Playcentre open week. 6 - 10th |  |  |  |  | Messy Play Week 21 -25th |
| ***Community Events) \*1*** | Te Wiki o Te Reo Māori 11 - 18th | Grandparents’ day 1st |  | End of year events | Waitangi Day | Playcentre open week. 6 - 10th  Children’s Day6th | ANZAC Day 25th | NZSL Week  9 -15th | National volunteers Week 18 -24th | Matariki  10 - 17th |  |
| **TEACHING AND LEARNING** | | | | | | | | | | | |
| ***Supervision***  ***\*3***  ***WHO:***  ***(Initial when each task is completed)*** | 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 34 for approval |  |  |
| ***Regular evaluation: equipment audit \*2 & 3***  ***WHO:*** | *(Initial when each individual task is completed)* | 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*** | *(Initial when each individual task is completed)* | 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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| **2022-2023** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| ***WHO:*** |  |  | | |  | | |  | | |  |
| ***Adult Education & Learning \*3***  ***WHO:***  ***(Initial when each task is completed)*** | iQualify groups start 1st  Request T4 workshops  Adult Learners’ Week | 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  *(Initial when each individual task is completed)* | 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 \*1***  ***WHO:*** | Review at each Centre business meeting  *(Initial when each task is completed)* |  | 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 |
| **PROPERTY** | | | | | | | | | | | |
| ***Building WOF Checks***  ***\*1***  ***WHO:*** | Monthly  *(Initial when each task is completed)* | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly |
| ***Safety audits***  ***\*1***  ***WHO:***  ***(Initial when each task is completed)*** | Check Smoke Alarms  Property and Playground Checklists (or  October) |  |  |  |  | Check Smoke Alarms |  |  |  |  | Property Maintenance Checklist |