

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](#)

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.

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]

REGULAR TASKS

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

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 Print, sign (all parents) and file attendance attestation pages 	<ul style="list-style-type: none"> 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

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023
<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 6th Refresh Civil Defence Kit RS7 completed by RFA Playgroup Funding applied for 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> NZ Sign Language Week 15th Refresh Excursion First Aid Kit Cluster meeting 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 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 	<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 Bulk funding received by centre Notifiable fire drill term 4 	<ul style="list-style-type: none"> 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 \(NELP\)](#) 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

2022-2023	September	October	November	December	February	March	April	May	June	July	August
GOVERNANCE AND LEADERSHIP											
Strategic evaluation ^{*1} & ³ WHO: (Initial when each task is completed)		Ratify at AGM <ul style="list-style-type: none"> Philosophy Practice statement Fee schedule Annual Budget Annual & Strategic plans 		Review strategic progress, including review of current practice in line with the NELP			Review strategic progress, including review of current practice in line with the NELP		Review strategic progress, including review of current practice in line with the NELP Review philosophy statement	Develop strategic focus for 2023-2024	Write strategic plan, inclusive of practices in line with the NELP
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 Property Policy Term 2 (CA) Assurance check	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]
Local meetings and training ^{*1} WHO: (Initial when each task is completed)	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

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Cooperative management *1 WHO: <i>(Initial when each task is completed)</i>		Office holder transition/hand over – support people in new roles Office bearer training							Advertise centre office holder roles	Empower individuals into office holder roles	
National meetings *3 WHO: <i>(Initial when each task is completed)</i>		Hui-ā-tau	Tangata Tiriti Hui						AGM papers sent to Centres	National AGM	

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FINANCE											
MoE *1 & 2 WHO: <i>(Initial when each 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 *2 WHO: <i>(Initial when each task is completed)</i>	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: <i>(Initial when each 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> Report on Targeted Funding for Disadvantaged due to Regional	<i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i>	<i>GST due – if registered</i>	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 *2 WHO: <i>(Initial when each 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	

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COMMUNICATIONS											
Contact lists, social media and noticeboard ^{*1} WHO: <i>(Initial when each 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 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 Day 6th	ANZAC Day 25th	NZSL Week 9 -15th	National volunteers Week 18 -24th	Matariki 10 - 17th	
TEACHING AND LEARNING											
Supervision ^{*3} WHO: <i>(Initial when each task is completed)</i>	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:	<i>(Initial when each individual task is completed)</i>	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}	<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

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WHO:											
Adult Education & Learning *3 WHO: <i>(Initial when each task is completed)</i>	iQualify groups start 1 st Request T4 workshops Adult Learners' Week	iQualify groups start 1 st	iQualify groups start 1 st	Request T1 workshops	iQualify groups start 1 st	iQualify groups start 1 st Request T2 workshops	iQualify groups start 1 st	iQualify groups start 1 st	iQualify groups start 1 st Request T3 workshops	iQualify groups start 1 st	iQualify groups start 1 st
HEALTH AND SAFETY											
First Aid *1 WHO: <i>(Initial when each 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 and Shelter in Place *1 WHO: <i>(Initial when each individual task is completed)</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 *1 WHO: <i>(Initial when each task is completed)</i>	Review at each Centre business meeting <i>(Initial when each task is completed)</i>		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: <i>(Initial when each task is completed)</i>	Monthly <i>(Initial when each task is completed)</i>	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Safety audits *1 WHO: <i>(Initial when each task is completed)</i>	Check Smoke Alarms Property and Playground Checklists (or October)					Check Smoke Alarms					Property Maintenance Checklist