



Julatten Initiative Group inc

2020 Annual Report



Compiled by: Naomi Hogan

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Our Educators



Elizabeth Williams

ADCC. B Teach EC B Ed. St. Early Childhood Educator,
Kindergarten, Teacher/Director Nominated Supervisor



Kim Clinton

BaEd(ECSt) Assoc Dip(CC)



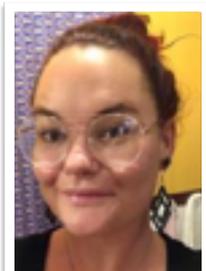
Vicki Cherry

Cert III Children's Services



Sarah Dawson

Cert III Children's Services



Amanda Calway

Currently studying Cert III Children's Services



Carla Young

Traineeship - Cert III Child services

Our Admin Team



Anne Gallagher - Administration

I have worked at the Julatten Community Centre since 2006 and before that for two years as a volunteer on the Committee. My son was in the very first Kindergarten class at the Centre and all of my children have utilised the services here over the years. I love watching the next generation of children enjoying what we have to offer at the Julatten Community Centre and watching their progress as they learn and grow.



Tan Dickson - Community Support Worker

I love my job because I want to help & be involved in the community in which I live. I came to live in this little part of the world over 20yrs ago as I love living in small communities. I have been actively involved in local community groups from President of the Julatten Playgroup, P&C executive committee member for over 8 years where my 3 children attended the Julatten State School and now, I am the Community Support Worker at the Julatten Community Centre. I wouldn't want to be anywhere else!!

Our Committee



Naomi Hogan- President - Acting Vice President

JIG is a fabulous association to be involved in. The centre is just beautiful. When my daughter started attending day care at the centre I thought I may have the skill set to be able to contribute so I joined the committee. I love living in Julatten and being involved with this amazing place and a lovely group of people. I have served on the Committee for 4 years now and am proud that the centre provides such an invaluable service to young families.



Stacey Cowie - Treasurer

Hi my name is Stacy Cowie, I have lived in Julatten for most of my life. I love our little community and our beautiful centre. I joined the committee and became the treasurer when my little girl started in care. It's a lovely place welcoming staff and I'm glad to be apart of it.

Lisa Kennedy - Secretary

Hi my name is Lisa Kennedy I moved to Julatten 4 yrs ago for a better lifestyle for my family. My daughter attends the day care centre where I learnt about the committee. It's such a lovely place with absolutely lovely people and I am so happy to part of the community.



Presidents Report

Overview

This Presidents report has been prepared and lodged by Naomi Hogan – President.

2020 was an interesting year, not just for us but for the entire world. Covid-19 certainly threw us into a new regime and we were happy to bounce back into providing Child Care quite quickly and effectively after shut down. Implementing new protocols and cleaning routines to ensure the health and safety of our families and our staff. This made me very proud of our team, how they rallied as a group. We managed to retain our valuable staff with Job Keeper and not only retain our team but grew as required.

Covid-19 was not our only challenge in 2020. Our long standing Director Elizabeth Williams returned to work in term 4 after missing the first 3 terms due to a prolonged period of injury. We were very lucky to have Kim Clinton step into the Acting Director role in Elizabeth's absence. Especially after losing our long term core team of Christiane and Johanna who went on to other careers paths at the end of 2019. Kim hit the ground running for us in 2019 and survived and thrived through all the issues 2020 threw at us.

Whilst it was great to have Elizabeth finally back for Term 4 sadly, the ankle injury had continued to hamper her ability to do the role to the high level she expected of herself and she chose to retire at the end of the 2020 year.

I would like to send a special thank you Vicki Cherry, Sarah Dawson and Amanda Calway who along with Kim Clinton let nothing stop them from getting on and providing exemplary care for the children in our centre through much adversity and unknowns. A big thank you also to Carla Young who has now joined our team on a traineeship program through C&K. We are very pleased that she can learn and grow into a wonderful career in the Early Years Sector. Additional thanks to Maya Hassall for helping the team on a volunteer basis to see if Child Care is somewhere she could see herself in the future.

Presidents Report Cont...

Our CSW, Tan Dickson's program was effected with the Covid-19 pandemic with some programs unable to go ahead. In saying that, Tan managed to continue to implement her integral Speech therapy program. Reboot swimming after lock down and continue to grow playgroup and support young families. Tan also worked hard to become a Justice of the Peace thus providing another service that our local community would otherwise have to travel to utilise. I would also like to acknowledge Tan's team approach during the many trials we faced during lockdown, always willing to do additional research and help out the centre as a whole.

Anne Gallagher our ever efficient Administrator was thrown some challenges through the 2020 period. Coordinating the ever changing pay roll situations we were dealing with. Diligently monitoring the centre's finances in the unprecedented era we were facing. Dotting I's and crossing T's to make sure we secured any government relief packages that were becoming available to ensure the survival of the centre. It is a recurring theme but again Anne's work ethic and team attitude through this period was above and beyond.

In summary, I am very proud to be involved in JIG encompassing the Sunbird Children's Centre and Julatten Community Centre. Through all the adversity this year we have seen growth in child enrolments, play group families and team cohesion. I cant thank the team enough for their efforts throughout 2020.

Compiled by: Naomi Hogan

President

Committee Overview



JIG Committee

Current members: President / Acting Vice President- Naomi Hogan, Treasurer - Stacey Cowie, Secretary - Lisa Kennedy

We commenced the year with one continuing member from the previous years committee and welcomed Stacy Cowie as our new Treasurer and Lisa Kennedy as our new Secretary. We continue to manage the centre and provide support to all staff where required.

2020 Community Centre Staff

Teacher / Director, Nominated Supervisor - Elizabeth Williams

Acting Director - Kim Clinton

Childcare Educators - Vicki Cherry, Sarah Dawson and Amanda Calway

Cert 3 - Trainee - Carla Young

Childcare Relief Staff / Playgroup Facilitator – Julia Atkin

Community Support Worker - Tan Dickson

Administration and Book Keeping – Anne Gallagher

Gardener and Hub Cleaner - Ying Tee

Covid Cleaner - Drew Winspear

I would like to thank all staff for their efforts over the past 12 months and your contributions to the centre have made it a place we can all be proud of.

A special thank you to Kim Clinton for stepping in as acting supervisor with Elizabeth's ongoing injury.

A huge thank you to our Director Elizabeth who rejoined the team for Term 4 2020 but sadly decided to retire at the end of the year. We thank Elizabeth so much for being at the helm for many many years and oversaw the early childhood education of many of our local children. Elizabeth should be very proud of her contribution to our community.

The Sunbird Children's Centre

The children's centre remained operational when possible and supported by 23 families and 30 children in the community during 2020. We did see a minor increase of children this year up from an average of 10 (2019) to 13 (2020).

Committee Overview Cont...

Community Support Worker

The Committee has worked with the CSW to continue to focus the role in several key areas – including program planning and community engagement. The speech therapy program has been well received, the playgroup program was well supported and had one of its more successful years to date. We have seen continued success with the swimming program with our holiday programs being disrupted by Covid-19. The Committee also supports Tan taking on further education for the CSW role who is currently working towards her Diploma of Community Development which should be completed by mid 2021. We hope this continues to help her grow and excel in the role. We know provide a Justice of the Peace service at the centre strengthening our public services.

Building and Maintenance

We finally had our Air Conditioning installed and have purchased additional resources for our growing numbers in the Sunbird Children's Centre.

Community Events

Our community events all but ceased due to Covid-19. Hoping to reboot for 2021.

Looking Forward

2020 saw significant growth for limited hours care which we hope to continue into 2021.

We continue to focus on programs for our target client range, holiday programs, reporting, advertising and building improvements. Whilst continuing to provide quality limited hours care for children in our community and continue with a stable core team of carers to cement relationships going forward.

The committee is focussed on remaining hands on and working closely with all staff in the areas of planning, administration and HR. Additionally, the committee will also focus on providing rewarding and inclusive programs for the community as well as providing some continuity for the staff and continue to work with C&K.

I believe that we have continued to make improvements in the quality of services offered, whether by continuing with our successful community programs or providing services and opportunities, all of these have been to the benefit of our local community. We will continue to work with other groups in the community to host events and fund raisers.

Thank you to the other dedicated committee members Stacey and Lisa for your contributions, however large or small.

Compiled by: Naomi Hogan

President

Treasurers Report



Audit Reports and Financial Statements.

This year our official Audit Report is from 1st July 2019 to June 30.

LHC Sunbird Children's Centre P&L and attendance records

Julatten Initiative Group Inc

Julatten Community Centre
Brown Road
Julatten Qld 4871

Job Profit & Loss Statement

July 2019 through June 2020

19/3/21 2:11:53 pm Account Name	Selected Period	Page 1 FYTD 2020
Limit	Limited Hours Care	
Income		
LHC Fees	\$37,348.04	\$37,348.04
ECEC Funding	\$52,658.00	\$52,658.00
QKFS Funding	\$67,057.00	\$67,057.00
Total Income	<u>\$157,063.04</u>	<u>\$157,063.04</u>
Expense		
Bad Debts	\$300.00	\$300.00
Cleaning Expenses	\$151.92	\$151.92
Computer expenses	-\$52.89	-\$52.89
Computer Equipment	\$57.27	\$57.27
First Aid & WPHS expenses	\$30.04	\$30.04
Gifts	\$130.23	\$130.23
Grounds Maintenance	\$17.36	\$17.36
Consumables	\$412.05	\$412.05
Maintenance & Repairs	\$151.29	\$151.29
Miscellaneous expenses	\$13.64	\$13.64
Office Supplies & Stationery	\$123.12	\$123.12
Playground maintenance	\$763.64	\$763.64
Postage	\$7.55	\$7.55
Staff Amenities	\$9.50	\$9.50
Shared Hub expenses	\$17,123.44	\$17,123.44
Training & Travel	-\$280.91	-\$280.91
Toys and Equipment	\$595.42	\$595.42
Provision for leave expense	-\$2,260.41	-\$2,260.41
Fees - Licenses	\$1,964.50	\$1,964.50
Wages & Salaries	\$103,905.93	\$103,905.93
Superannuation	\$9,526.95	\$9,526.95
Total Expense	<u>\$132,689.64</u>	<u>\$132,689.64</u>
Net Profit (Loss)	<u>\$24,373.40</u>	<u>\$24,373.40</u>

Treasurers Report Cont...

2020 Average Attendance = 13	2019 Average Attendance = 10
2018 Average Attendance = 8	2017 Average Attendance = 11
2016 Average Attendance = 12	2015 Average Attendance = 19
2014 Average Attendance = 16	2013 Average Attendance = 13
2012 Average Attendance = 12	2011 Average Attendance = 9

CSW - July 2019 to June 2020 Profit and Loss

Julatten Initiative Group Inc

Julatten Community Centre
Brown Road
Julatten Qld 4871

Job Profit & Loss Statement

July 2019 through June 2020

Account Name	Selected Period	FYTD 2020
CSW	Comm. Service Worker	
Income		
Fundraising	\$97.00	\$97.00
ECEC Funding	\$80,902.54	\$80,902.54
Holiday Workshops	\$1,510.00	\$1,510.00
Public Access Facilities	\$57.27	\$57.27
Donations	\$20.00	\$20.00
Swimming Fees (collected)	(\$131.00)	(\$131.00)
Total Income	\$82,455.81	\$82,455.81
Expense		
Accounting Fees	\$1,520.00	\$1,520.00
Bus/Finance & Pro planning	\$7,842.83	\$7,842.83
Computer expenses	\$117.27	\$117.27
Programs & Development	\$523.25	\$523.25
Gifts	\$106.23	\$106.23
Holiday Workshops	\$1,780.17	\$1,780.17
Meeting Expenses	\$383.23	\$383.23
Playgroup	\$3,036.81	\$3,036.81
Shared Hub expenses	\$24,113.98	\$24,113.98
Training & Travel	\$290.91	\$290.91
Provision for leave expense	\$9,118.43	\$9,118.43
Signage & Promotion	\$18.20	\$18.20
Speech Therapy	\$18,528.50	\$18,528.50
Swimming Program	\$1,648.87	\$1,648.87
Wages & Salaries	\$63,662.08	\$63,662.08
Superannuation	\$5,982.16	\$5,982.16
Total Expense	\$138,672.92	\$138,672.92
Net Profit (Loss)	(\$56,217.11)	(\$56,217.11)

Treasures Report Cont....

Online Investment Account

as at 31st December 2020

Future Fund - To be held for emergencies	\$ 58,924.65
LSL and Sick leave accrual	\$ 15,933.43
Balance of DoE - ECEC 2020/21 LHC Funding	\$ 48,705.00
Balance of DoE - ECEC Jul- Dec 2020 CSW Funding	\$109,855.86
Balance of Accumulated Interest:	\$ 7,255.20
Balance of other Grants & 'one off' funding	\$ 0.00
Balance as of 31st December 2020	\$241,556.63

Accumulated interest balance in 2020 \$ 7,255.20

Accumulated interest earned in 2020 \$ 151.19

Accumulated interest expenditure in 2020 \$ 0.00

Accumulated interest balance in 2019 \$ 583.85

Accumulated interest balance in 2018 \$ 7,868.67

Accumulated interest balance in 2017 \$ 6,334.36

Accumulated interest balance in 2016 \$ 8,082.39

Accumulated interest balance in 2015 \$ 11,871.46

Fundraising

Running the bar at the Sthn Cross Bikers Association \$ 500.00

Donations

Mareeba Shire Council Mayors Christmas Appeal \$ 500.00

JCC'S Services, Administration & Operations



Administrators Report 2020

General administration procedures continued as previous years for services, including; fee collection, accounts payable and receivable, payroll, financial management of service funding and Grants. Monthly expenses calculation, profit and loss statements, meeting reports. Quarterly BAS, Superannuation and PAYGW reporting and payment. Preparation of Jan to Jun 2019 2020 financials and supporting documentation for the annual Audit. Monthly, quarterly and annual budgets and bank account cash flow forecasts. Regular banking of cash deposits.

Assistance given with IT and office equipment maintenance and troubleshooting. General administrative procedures such as, Payroll/Award conditions and queries, training/workshop registrations, stationery / cleaning / service supply orders and shopping.

Rates charges continue to be rebated at 50%.

Annual upgrades of the MYOB accounting software continued, even though AccountEdge is not compatible with upgrades for Mac computers. Therefore a new accounting software should be sourced in 2021. MYOB AccountEdge continues to be used, advice has been sought from Millar Teitzel, as yet no decision has been made.

COVID-19 made a moderate impact on the Centre with attendances dwindling by mid March before the actual shutdown of the Centre over a four week period, including the two weeks school holiday. This also impacted heavily on childcare staff that needed to remain home with their families. The Centre resumed its childcare service for children of essential workers, which amounted to one child. Normal childcare attendances resumed at the beginning of May along with a compulsory COVID cleaner charged directly to the LHC Service. Eligible Kindergarten children were given free child care, funded by QKFS for 1 Term. Five staff received Jobkeeper until September 2020. JIG Inc also received a \$10,000.00 Cash Flow Boost from the Australian Government. Sunbird Children's Centre continued to offer free Kindergarten to pre prep children for the remainder of the 2020 year at the Services expense.

JCC'S Services, Administration & Operations Cont...

Financial considerations for 2020

Ensuring regular budget forecasts were conducted, identifying and minimising any financial risk and avoiding the need to fundraise for any basic operational expenses.

Shared Hub expenses continue to be shared 50/50 for each service, this predominantly supports the LHC and assists the Child care to be viable when numbers are low. It is a matter for annual review. Any small profit from the previous year has been injected back into the SBCS to support low cost Kindergarten and Child Care Fees.

Major Expenditure for 2020

Air conditioning for the Childcare/Kindergarten Rooms amounting to \$12,925.00 of which has been saved for over a long period of time. This has been a welcome relief to staff and children in the summer months.

Payout of Long Service Leave for Elizabeth Williams.

Factors to consider for 2021:

Change to a different, cloud based, accounting software in 2021

Increase Enrolment Fees to \$40/day. Fees have not increased since 2010.

Motion : To approve the Jul to Jun 2020 Financial Audit at the JIG Inc AGM on Tuesday 23rd March 2021.

Compiled by : Anne Gallagher

Administrator

Integrated Service Delivery (ISD)



Description of Service

The Integrated Service Delivery aims to provide support to children and families through a wide range of activities and will focus on the provision of early childhood development. Service activities include, (but not limited to), provision of information, advice and referral, individual support, family support, parenting programs, workshops and other activities. The service will also use a range of strategies to support equitable and culturally appropriate child and family services.

Funding

The Family Support Service is funded by the Office of Early Childhood Education and Care - Department of Education. Our current Service Agreement is for a term of 3 years from July 2018 to June 2021. The total amount of funding received during 2020 was \$128,264.00 (GST excl.). Funding not used is to be returned however, if the ISD requires additional monies for more programs an application for further funding is possible. Reporting to the Department of Education is required every 6 months.

Family Support Services and Referrals

The year 2020 was definitely unprecedented due to the COVID-19 pandemic. All ISD services and programs were shut down for approximately 2 months due to lockdown and social distancing. Planning and tweaking of programs was required so the service continued to provide support for families during this unnerving time. Electronic and social media platforms really came to the forefront for providing connection with our families. A private playgroup Facebook page was set up to encourage families to stay connected through conversations, photos and videos. This was a great success with all families participating. Activities and information were sourced from the Dept. of Education, Qld Government and the internet to keep families informed and connected.

Referrals for 2020 period saw 5 families being supported by the centre and referred to appropriate intensive specialised services. Positive outcomes were achieved and the centre continued to support these families throughout the year. The centre continued to provide support for the wider community through advice, information and assistance with sending and receiving information on their behalf.

Integrated Service Delivery (ISD) cont...

Speech Therapy Program

This year our Speech Therapy program was delivered by Our Speech Therapy Program was affected by the COVID-19 pandemic in that 1:1 therapy sessions were discontinued for some months however, Telehealth sessions began to deliver the program. Telehealth enables health-related services to be delivered via telecommunication which meant children could continue therapy session in their own homes. This was vital in keeping continuity of the program. This year, we acquired Laura Nelson of Tablelands Speech Pathology to deliver the program. There were 8 children that participated in the program. Feedback from parents indicated all families were pleased with the progress their children made during this tough year.

Playgroup

Playgroup is held at the centre every Monday, (including school holidays), from 9am to 11am. Playgroup is free to attend and includes a healthy morning tea for children and families.

The ISD employs a qualified child care educator to facilitate the program. Once the relaxation of social distancing commenced, Playgroup saw an increase of families attending from 14 last year to 21 families, (23 children), this year. Families were well and truly ready to re-connect within the community. Rhyme Time was not available due to COVID-19, however, links were provided to enable parents and children to participate in a virtual 'storybook reading time'. During isolation, families were sent information and activities available from the internet to occupy and assist learning developments for their children. During the latter part of 2020, there was an increase in young families moving to the area which saw Playgroup grow and flourish. Partnerships, networking and support by families was evident throughout the year. We offered a variety of excursions in the last half of the year to local creeks as well as a trip to the Rainforest Habitat. Playgroup is a great Segway to our child care services which allows us to follow the journey of children in our community from birth to school age.



Integrated Service Delivery (ISD) cont...

Swimming Program

Our Learn to Swim Program is partnered with the Tableland Caravan Park to assist in the delivery of a quality swimming program for children. Children aged from 6 months to 12 years can attend. There are 4 levels of classes including a 'Mum & Bubs' class. Lessons are held in Julatten every Wednesday during January-April and October-December. ISD subsidised each child a total of \$7 per lesson to assist families financially. The Learn to Swim program is partnered with C-Me Swim School - Cairns who supply a qualified experienced swim instructor.

Due to COVID-19, the swimming program was cancelled during the first term of the year, however, was back for Term 4. The program was well supported with 15 children taking part. A survey conducted at the end of the year saw the majority of families happy with the quality of lessons. Feedback suggests lessons delivered locally is an important factor for families. Living in a rural remote area means a lot of time is spent travelling to access services and activities for children.



Holiday Program

This year's Holiday Program was severely affected by COVID-19. After initial lockdown followed by strict social distancing rules, programs were not able to recommence until mid May. For the June-July school holidays, we were unable to locate a qualified childcare educator to deliver the Holiday program. Sporting and activity organisations were no longer offering to travel to venues which saw the Holiday program unable to operate during the year.

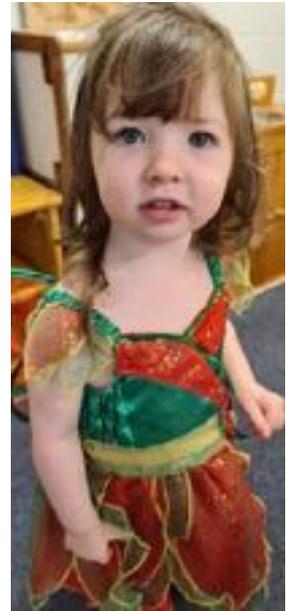
Feedback from families in previous years suggested that to bring children to the centre for two or so hours of entertainment was not really practical and the program decreased in attendance. This suggests that without a qualified educator to deliver the program for a minimum of 6 hours this program is not needed in our community.

Integrated Service Delivery (ISD) cont...

Under 8's Day Program

Under 8's is a nationally recognised program targeting children 8yrs and under and is initiated by Early Childhood Australia. For the past 3 years the ISD has been delivering the program at the centre. Children from Playgroup, Julatten/Mt Molloy State Schools and Home-Schoolers are invited to attend to enjoy a morning of activities along with our childcare children. This helps create a sense of community belonging and the opportunity to share experiences and conversations. Under 8's Day celebrates young children and gives families the opportunity to increase engagement with their children.

Unfortunately due to COVID-19, Under 8's was cancelled for this year.



Community Fun Day

This annual event is about connecting young families in the community and providing fun activities for children free of charge. With no town centre and being a rural remote area it is hard to make connections to others and can be isolating for young families. Jumping castles, water slide, food stalls, games and activities are provided by ISD. Community groups and businesses are encouraged to have stalls to show case their wares and create an atmosphere of community and connection. The Community Fun Day has been in held since 2015, unfortunately, COVID-19 saw us this event being cancelled this year.

Community Engagement

Networking with community is important to understand the needs and wants in the area. The ISD is committed to support families in our area to provide access to the right services and programs for young families.

Local groups and services where I attend meetings include: Mt Molloy State School P&C, Julatten State School P&C, Julatten and Molloy Association of Ratepayers and Residents (JAMARR), Julatten Theatre Group

I regularly network with other local hubs in the area to get an insight into challenges other communities face. Centres such as - Port Douglas Neighbourhood Centre, Mareeba Community Centre, Dimbulah Community Centre, Mulungu Health Services and Mossman Community Centre.

Integrated Service Delivery (ISD) cont...

Emergency Relief Program

Emergency Relief was developed to provide occasional financial relief to vulnerable families living in the local area who require fuel and/or basic food items to carry them over until their next income payment is received. This program is not ongoing. Up to a maximum of 6 vouchers per family per year are available, if families require further financial assistance they are referred to a Family Support Service. Vouchers can only be redeemed at local outlets i.e. Mt Molloy Post Office and General Store, Mt Molloy Service Centre and 9 Mile General Store. DUE TO COVID-19, there was an increase in demand for this program throughout the year. Many clients were reluctant to travel for basic items, or were apprehensive to travel outside the local community.

Referred Assistance Program

This program was designed to enable families with extenuating circumstances to attend/participate in our Early Yea's service and programs by providing financial support i.e. families that have issues with Domestic Violence, Family Law or families with a disabled child. During 2020, there were no requests for referred financial assistance.

Justice of the Peace - Qualified

During the year I studied to obtain a Justice of the Peace qualification and since January 2020, we have been able to offer this service to 22 members of the community. Positive feedback suggests that people who require witnessing services are happy to have this service available in the local area.

Fundraising

Southern Cross Bikers Assoc. fundraiser - staff effort. Again, due to COVID-19 fundraising efforts were thwarted.

Thank you....

Sincere thanks to staff, volunteers and committee who have supported the ISD program throughout this difficult year. Thank you to the families who regularly utilised and supported our programs.

I look forward to continuing to provide supportive programs and services that achieve positive outcomes for 2021.



Enrolments and Utilisation

Families - 23 Individual - 30

Educational Programme and Practice

Our programme is strengths based, where the children's interests, strengths and abilities are observed, recorded and then incorporated into the programme. There is an emergent curriculum approach to the programme as well as an intentional teaching component as required to meet the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines. Children are encouraged to make choices and decisions and use their initiative. Children's developing independence is valued and encouraged. The programme caters for children's development in all domains, social, emotional, physical, intellectual and language, using the learning outcomes from both curriculum frameworks. The curriculum in a service such as ours encompasses everything that we do in a day, including routines where learning can be incorporated using games and rhymes, and mealtimes. Our day is structured to be flexible to allow for our mixed age group and the many differing developmental stages of the children. Information is currently being gathered from families on their goals for their children and this also informs our planning and programming.

The programme in 2021 will be influenced to a large degree by the large exit at the end of 2020 of students attending Prep. The age range will become even wider, and we will begin the year as a mixed group utilising both sides of the centre for all children. The wet season saw our provision for gross motor development moved indoors.

In 2020, children's learning continued to be documented by means of a portfolio of observations, work samples and learning stories and summative assessments as well as transition statements for the Kindergarten children.

Literacy and numeracy is incorporated into the children's play intentionally as part of the programme or spontaneously as teachable moments arise, for example counting seeds, talking about halves and wholes when cutting fruit, measuring how high a block building is and talking about print in books as well as rhyming, singing, and reading recipes. Exposure to and learning about letters, words and numbers in the context of children's play is essential for literacy and numeracy learning during the early years.

Directors Report Cont...

Children's Health and Safety

We have relatively few incidents considering the ages of the children and the fact that we operate a free flow programme. This is in no small part to the dedication of staff who are aware of the risks associated with children in groups and use their supervision skills to the best of their ability to reduce risk and adequately supervise children at all times.

There have been a few outbreaks of the usual childhood illnesses and I thank parents for helping to contain these.

Physical Environment

In our service we believe that the environment is the third teacher and we are always tweaking if not completely changing things around to accommodate the needs of the children. The impact of the environment on children's learning outcomes, their behaviour and their creativity cannot be overstated and for this reason designing the environment constitutes a large part of the planning process. Equipment is chosen with care and much thought is put into setting up learning spaces both indoors and outdoors.

The Indoor Areas have been made cooler during Summer with the addition of air-con.



Directors Report Cont...

Staffing Arrangements

Continuity of staff is one of the most important indicators of quality in a service. It is vital that the staff feel valued and are recognised for the hard work that they do.

Staff meetings occur each Thursday respecting staff members input to the program and planning and welfare of the children.

In term 4, Carla Young began volunteering at the centre to ascertain if she would like to become a Trainee – Cert. 111 student. C&K were offering salary subsidised by Qld Apprenticeship & Trainee Employment Small Business and Training. Carla has proven to be a valuable asset to our staff team. She has completed her first 3 units of study.

Amanda Calway is currently discussing with Megan C&K College transferring to a Diploma after moving from TAFE. Both students with C&K College will most likely expedite the mentoring process.

I suggest the Centre advertise for any 'local' people currently studying Early Childhood most importantly the Diploma and Early Childhood Teacher degree as both these positions are filled by women in their 60's heading for retirement.

All the staff are generous with their time I would like to thank the team for all that they do for the Centre, the children and families at the service.

Thank you all you have my sincere gratitude and respect for the work that you do.

Relationships with Children

Being a small service means that we can develop close relationships with the children in our care. Getting to know the children well helps us to support them as they develop confidence in their abilities, encourage the development of positive relationships with others and encourage them to manage their own behaviour. One of the best things about the mixed age group at our service is that we get to know the children over a number of years, often from when they start as babies or toddlers until they leave to go to school. It is a privilege to be a part of children's lives over such a long period, to see them grow and learn. Our relationship with Playgroup is especially important as families are able to experience the centre prior to enrolment



Directors Report Cont...

Collaborative Partnerships with Families and Communities

Because of our small service we are able to have lots of discussions with parents on a daily basis as required.

I look forward to working with the new Committee to come up with other ways in which we can collaborate and form partnerships with parents. This is an area that can always be improved upon and I am open to suggestions and recommendations from parents on how this can be achieved.

Events for 2020

Term 1 - Easter Dance Party - Shared Lunch

Registration for 'Pirates Day' Children's Brain Cancer Fundraiser

Celebrating Harmony Day

Lots of gardening, cooking

Making puppets and storytelling

Strengthening our connection with Julatten State School through transition visits

Fathers Day Sausage Sizzle

Family Fun Day/Under 8's Day

Leadership and Service Management

I am happy to be providing Leadership and Mentoring for Sunbird Children's Centre staff especially at this point in my career.

It is important that we 'grow' our own workforce toward best practice in the Early Education sector.

I would like to thank the outgoing Committee members if any and families for their continued support and assistance over the past year and welcome in the new Committee.

Compiled by: Kim Clinton

Acting Director

Appendix

Audit Report Elizabeth's Final Report - December GM

