



Julatten Initiative Group inc

2022 Annual Report



Compiled by: Joe Shaw

Our Educators	4
Kim Clinton	4
Carla Young	4
Anne Gallagher - Administration	5
Tan Dickson - Community Support Worker	5
Joe Shaw - President	5
Lucy Thorpe - Treasurer	5
Joanne Wright - Secretary	5
Presidents Report	6
Committee Overview	7
JIG Committee	7
2022 Community Centre Staff	7
The Sunbird Children's Centre	7
Community Support Worker	8
Building and Maintenance	8
Community Events	8
Looking Forward	8
Treasurers Report	9
Attendance record	9
LHC - Jan 2022 to Dec 2022 Profit and Loss	9
CSW - Jan 2022 to Dec 2022 Profit and Loss	10
Online Investment Account	11
Fundraising	11
JCC'S Services, Administration & Operations.	.12
Administrators Report 2022	12
Integrated Service Delivery (ISD)	.13
Description of Service	13
Funding	13
Speech Therapy Program	14
Swimming Program	14
Under 8's Day Program	15
1st Aid Courses	15
Justice of the Peace - JP Qualified	15

	Community Engagement	16
D	irectors Report	17
	Enrolments and Utilisation	17
	Educational Programme and Practice	17
	Children's Health and Safety	18
	Physical Environment	18
	Relationships with Children	19
	Staffing Arrangements	19
	Collaborative Partnerships with Families and Communities	19
	Leadership and Service Management	20

Our Educators





Kim ClintonBaEd(ECSt) Assoc Dip(CC)



Carla Young
Cert III - Early Childhood Education and Care
Currently studying Diploma - Early Childhood Education and
Care



Nicole FultonCurrently studying Cert III - Early childhood Education and Care



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'm lucky to have this job because I love being involved in the community in which I live. I came to live in this little part of the world over 20yrs ago. It's a beautiful area. I have been actively involved in local community groups from President of the Julatten Playgroup, a P&C committee member for over 8 years where my 3 children attended the Julatten State School and now, I have worked as a Community Support Worker at the Julatten Community Centre for over 10 years.

Our Committee





Joe Shaw - President



Lucy Thorpe - Treasurer



Joanne Wright - Secretary

Presidents Report



This Presidents report has been prepared and lodged by Joe Shaw – President.

2022 showed an increase in stakeholders from 2021, the centre services were required by many local families. Kim continues to be an asset to the centre with her wealth of knowledge and experience. This helped the Child care side of the centre continue to run smoothly. During 2022, the centre was affected by a nationwide childcare staff shortage which presented some challenges, mainly lower numbers of younger children aged between 2 - 3yo due to staff to child ratios. The minimum age was increased from 6mths to 15mths. However, Sunbird Children's Centre managed to run at full capacity.

Our Integrated Service Deliver, (ISD), side of the centre continued to offer significant programs to our community.

It has been a great experience to sit on the Committee of such an amazing centre and contribute to my local community. I would sincerely like to thank all the team members past and present that have displayed such resilience and team work through out the time I have been involved with JIG.

Compiled by: Joe Shaw

President

Committee Overview



JIG Committee

Current members: President - Joe Shaw, vice President - Darren Hardy-Hawken, Treasurer - Lucy Thorpe, Secretary - Joanne Wright

In this year 2022, we welcomed our new President Joe Shaw and new Vice President Darren Hardy-Hawken to our executive committee. We were able to retain our Treasurer Lucy Thorpe and Secretary Joanne Wright. I would like to take this opportunity to thank new and continued executive committee members. We will continue to manage the centre and provide support families and staff where required.

2022 Community Centre Staff

Director, Nominated Supervisor - Kim Clinton
Childcare Educators - Carla Young, Cert III (currently studying), Nikki Fulton
Community Support Worker - Tan Dickson
Administration and Book Keeping — Anne Gallagher
Playgroup Facilitator — Julia Atkin
Gardener - John Cummings
Hub Cleaner - Pei Hudson

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.

The Sunbird Children's Centre

The children's centre remained operational when possible and was supported by 25 families in the community during 2022. LHC was at capacity with three staff members. Unfortunately we were unable to secure a forth staff member throughout the year.



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. We now provide a Justice of the Peace witnessing service at the centre strengthening our public services.

Building and Maintenance

The exterior of the building received a fresh coat of paint during this year improving the aesthetics of our centre.

Community Events

No community events were held this year due to a shortage of staffing and running the risk of burn out.

Looking Forward

2022 saw significant growth for The Sunbird Childrens Centre, which we hope to continue into 2022.

We aim to focus on programs for our targeted client range, reporting, advertising networking. We continue to provide quality childcare and educational programs for children in our community and have been able to do this 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 young families and carers in the community as well as providing some continuity for the staff. I believe that we have made improvements in the quality of services offered with our successful community programs or providing services and opportunities, all of these have been to the benefit of our local community.

Compiled by: Joe Shaw

Treasurers Report



Attendance record

2021 Average Attendance = 15.5	2022 Average Attendance = 17
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

LHC - Jan 2022 to Dec 2022 Profit and Loss

LHC Job profit and loss report 01 Jan 2022 - 31 Dec 2022

Job number	Job name	Income	e (\$) Cost (\$)
Limit	Limited Hours Care	223,678	
	Account number	Account name	Selected period (\$)
Income	4-1500	LHC Fees	35,841.25
	4-2000	ECEC Funding	67,492.00
	4-2050	Boosting Apprenticeships	4,156.20
Takal	4-2550	QKFS Funding	116,189.26
Total			223,678.71
Gross profit	C 0100	Assaunting Face	223,678.71
Expense	6-0100	Accounting Fees	1,999.21
	6-0150 6-0350	Admin Wages	9,506.69
	6-0500	Advertising/Promotion	1,314.28 69.82
	6-1650	Bank Charges	
		Building Maintenance	140.00
	6-1700 6-2000	Cleaning Expenses Computer expenses	4,652.54 58.64
	6-2520		
	6-2526	Electricity	1,047.22 132.49
	6-2527	First Aid & WPHS expenses	65.73
	6-2550	Food & Morning Tea expenses Gardening Equipment	10.94
	6-2551	Gifts	508.03
	6-2560	Grounds Maintenance	2,949.66
	6-2580	Human Resources	334.09
	6-2600	Insurance	3,272.77
	6-2750	Office Equipment > \$300	171.82
	6-2760	Consumables	676.61
	6-2789	Maintenance & Repairs	25.82
	6-2790	Meeting Expenses	216.63
	6-2800	Miscellaneous expenses	167.72
	6-2850	Office Supplies & Stationery	356.91
	6-2912	Postage	5.00
	6-2913	Printing	1,324.51
	6-2914	Rates	380.60
	6-2915	Rubbish Removal	591.96
	6-2916	Staff Amenities	22.35
	6-2920	Telephone & Internet	802.42
	6-2950	Training & Travel	420.00
	6-3000	Toys and Equipment	2,680.39
	6-4500	Fees - Licenses	4,093.18
	6-5030	Wages & Salaries	123,717.85
	6-6030	Superannuation	12,496.95
	6-5030	ARIA ECT Bonus	15,903.85
Total	0-3030	AMA LCT BOILDS	190,116.68
Operating profit			33,562.03
Net profit			
wet bront			33,562.03

Treasures Report Cont....

CSW - Jan 2022 to Dec 2022 Profit and Loss

CSW Job profit and loss report Julatten Initiative Group Inc

01 Jan 2022 - 31 Dec 2022

Integr. Service Delivery 132,694.78 0.00	Job number	Job name	Income (\$)	Cost (\$)
Income	ISD	Integr. Service Delivery	132,694.78	0.00
Income	CSW	Comm. Service Worker	131,231.78	0.00
Income		Account number	Account name	Selected period (\$)
Total Gross profit 131,231.78 Expense 6-0100 Accounting Fees 1.999.21 Expense 6-0150 Admin Wages 9,506.70 6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2500 Computer Expenses 133.64 6-2500 Computer Equipment 29.55 6-2501 Computer Equipment 29.55 6-2502 Electricity 1,047.14 6-2503 Gardening Equipment 10.95 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2526 Gardening Equipment 10.95 6-2527 Food & Morning Tea expenses 65.00 6-2526 Grounds Maintenance 32.722.74 6-2527 Gord dening Equipment 10.95 6-2506 <td< td=""><td>Income</td><td>4-2000</td><td>ECEC Funding</td><td></td></td<>	Income	4-2000	ECEC Funding	
Total Gross profit 131,231.78 Expense 6-0100 Accounting Fees 1,999.21 6-0150 Admin Wages 9,506.70 6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2500 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2527 Food & Morning Tea expenses 33.46 6-2551 Gifts 70.90 6-2550 Gardening Equipment 10.95 6-2560 Grounds Maintenance 2,866.23 6-2560 Grounds Maintenance 3,272.74 6-2760 Consumables 287.54 6-280		4-2561	Public Access Facilities	
Gross profit 131,231.78 Expense 6-0100 Accounting Fees 1,999.21 6-0150 Admin Wages 9,506.70 6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2500 Computer Equipment 29.55 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2527 Food & Morning Tea expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2550 Grounds Maintenance 2,866.23 6-2560 Grounds Maintenance 2,866.23 6-2750 Office Equipment > \$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37		4-4000	Donations	1,000.00
Expense 6-0100 Accounting Fees 1,999.21 6-0150 Admin Wages 9,506.70 6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer Equipment 29.55 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2550 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2750 Consumables 287.54 6-2750 Meeting Expenses 679.49 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 155.23 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2950 Telephone & Internet 1,096.49 6-2950 Fees-1-Licenses 28.80 6-2505 Under 8's Day 918.88	Total			131,231.78
6-0150 Admin Wages 9,506.70 6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 33.46 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2550 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2912 Postage 5.00 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2916 Staff Amenities 5.0.98 6-2950 Training & Travel 5.098 6-2550 Under 8's Day 918.88	Gross profit			131,231.78
6-0350 Advertising/Promotion 53.13 6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 33.46 6-2557 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2550 Grounds Maintenance 2,866.23 6-2600 Insurance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment \$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2601 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2950 Telephone & Internet 1,096.49 6-2950 Telephone & Internet 2,258.18 6-3000 Toys and Equipment 287.27 6-4500 Fees-Licenses 22.88 6-2505 Under 8's Day 918.88	Expense	6-0100	Accounting Fees	1,999.21
6-0500 Bank Charges 69.75 6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2500 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment \$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.02 6-4500 FeesLicenses 28.80 6-2505 Under 8's Day 918.88		6-0150	Admin Wages	9,506.70
6-1650 Building Maintenance 140.00 6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2916 Staff Amenities 50.98 6-2505 Speech Therapy 7,395.23 6-2505 Speech Therapy 7,395.23 6-2920 Telephone & Internet 1,096.49 6-2950 Training % Travel 2-2,058.18 6-3000 Toys and Equipment 287.27 6-4500 FeesLicenses 28.80 6-2505 Under 8's Day 918.88		6-0350	Advertising/Promotion	53.13
6-1700 Cleaning Expenses 4,615.18 6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2750 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2916 Staff Amenities 50.98 6-2505 Speech Therapy 7,395.23 6-2906 Training & Travel 1,096.49 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel 2-2,058.18 6-3000 Toys and Equipment 287.27 6-4500 FeesLicenses 28.80 6-2505 Under 8's Day 918.88		6-0500	Bank Charges	69.75
6-2501 Community Fun Day -200.00 6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2912 Postage 5.00 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel 2-2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees-Licenses 28.80		6-1650	Building Maintenance	140.00
6-2000 Computer expenses 133.64 6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2750 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2505 Speech Therapy 7,395.23 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Training & 287.27 6-4500 Fees- Licenses 28.80 6-2505 Under 8's Day 918.88		6-1700	_	4,615.18
6-2500 Computer Equipment 29.55 6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Offfice Equipment >\$300 171.82 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 <t< td=""><td></td><td>6-2501</td><td>Community Fun Day</td><td>-200.00</td></t<>		6-2501	Community Fun Day	-200.00
6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment > \$300 171.82 6-2760 Consumables 287.54 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2915 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2950		6-2000		133.64
6-2520 Electricity 1,047.14 6-2526 First Aid & WPHS expenses 65.00 6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2950 Training & Travel -2,058.18 6-3000 </td <td></td> <td>6-2500</td> <td>Computer Equipment</td> <td>29.55</td>		6-2500	Computer Equipment	29.55
6-2527 Food & Morning Tea expenses 33.46 6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment > \$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 <td></td> <td>6-2520</td> <td>Electricity</td> <td>1,047.14</td>		6-2520	Electricity	1,047.14
6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2915 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys		6-2526	First Aid & WPHS expenses	65.00
6-2550 Gardening Equipment 10.95 6-2551 Gifts 70.90 6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 165.23 6-2912 Postage 5.00 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2915 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys		6-2527	•	33.46
6-2560 Grounds Maintenance 2,866.23 6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2850 Office Supplies & Stationery 4,527.02 6-2912 Postage 5.00 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2920 Telephone & Internet 1,096.49 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 <td></td> <td>6-2550</td> <td>• .</td> <td></td>		6-2550	• .	
6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2551	Gifts	70.90
6-2600 Insurance 3,272.74 6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2560	Grounds Maintenance	2,866.23
6-2750 Office Equipment >\$300 171.82 6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2600	Insurance	· · · · · · · · · · · · · · · · · · ·
6-2760 Consumables 287.54 6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2750	Office Equipment > \$300	•
6-2789 Maintenance & Repairs 15.37 6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2760		287.54
6-2790 Meeting Expenses 679.49 6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			Maintenance & Repairs	
6-2800 Miscellaneous expenses 86.36 6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2790	·	679.49
6-2850 Office Supplies & Stationery 165.23 6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2800		86.36
6-2505 Playgroup 4,527.02 6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2850	•	165.23
6-2912 Postage 5.00 6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			* * * * * * * * * * * * * * * * * * * *	
6-2913 Printing 1,324.49 6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			, , ,	,
6-2914 Rates 380.60 6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			3	
6-2915 Rubbish Removal 591.90 6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88		6-2914	_	,
6-2505 Speech Therapy 7,395.23 6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			Rubbish Removal	
6-2916 Staff Amenities 50.98 6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88				
6-2505 Swimming Program 3,207.02 6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			• • • • • • • • • • • • • • • • • • • •	•
6-2920 Telephone & Internet 1,096.49 6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88				
6-2950 Training & Travel -2,058.18 6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			5 5	· · · · · · · · · · · · · · · · · · ·
6-3000 Toys and Equipment 287.27 6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			•	•
6-4500 Fees - Licenses 28.80 6-2505 Under 8's Day 918.88			•	•
6-2505 Under 8's Day 918.88				
,				
			•	
6-6030 Superannuation 7,213.78			•	·
Total 120,467.59	Total		F	
Operating profit 10,764.19				· · · · · · · · · · · · · · · · · · ·
Net profit 10,764.19				=

Treasures Report Cont....

Online Investment Account

as at 31st December 2022

Future Fund - To be held for emergencies	\$	58,924.65
LSL and Sick leave accrual	\$	38,207.88
Balance of DoE - ECEC 2022/23 LHC Funding	\$	60,425.23
Balance of DoE - ECEC Jul- Dec 2022 CSW Funding	\$	70,912.62
Balance of accumulated interest:	\$	7,333.09
Balance of accumulated profit	\$	64,949.90
Balance as of 31st December 2022	<u>\$3</u>	345,224.86
Accumulated interest balance in 2022	\$	7,333.09
Accumulated interest earned in 2022	\$	886.07
Accumulated interest expenditure in 2022	\$	659.27
Fundraising		
Pirate Day in May	\$	372.00
Donations		
Mareeba Shire Council Mayors Christmas Appeal	\$	1,000.00

JCC'S Services, Administration & Operations



Administrators Report 2022

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 monthly PAYGW reporting and payment. Preparation of Jul to Jun 2021 2022 financials and supporting documentation for the annual Audit. Monthly, quarterly and annual budgets and bank account cash flow forecasts. Regular banking of cash deposits. Attending and presenting Financial reports to monthly general meetings.

Assistance given with IT, 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.

MSC Rates charges continue to be rebated at 50%.

Migration of the MYOB accounting software from AccountEdge to Accountright Business

Financial considerations for 2022 were:

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.

We increased fees to \$40/day. Fees have not increased since 2010, which has shown to be unsustainable.

Factors to consider for 2023:

New QKFS Funding structure. The Real funding Guarantee will not continue. Replaced with a Financial Viability subsidy based on your location.

Unsure how this will affect us in the long term.

Motion: To approve the Jul to Jun 2021 2022 Financial Audit at the JIG Inc AGM on Wednesday 22nd March 2023.

Compiled by : Anne Gallagher

Administrator

Integrated Service Delivery (ISD)



Description of Service

The Integrated Service Delivery, (ISD), aims to provide support to children and families through a wide range of activities and focuses 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. The ISD targets families with young children to from 0 to 8 years. Hours are Monday to Thursday 8.30am to 4.30pm.

Funding

The Integrated Service Delivery, (ISD), is funded by the Department of Education - Early Years. Our current 3 year service agreement is from 1st July, 2021 to 30th June, 2024 and will receive a total amount of \$129,769.00 per annum during this period. This funding provides for the delivery of programs and activities run by the centre such as, Family Support Programs, parent/carer and child engagement programs, child and maternal health, as well as Allied Health Services. Funding also includes wages, client related costs and operational expenses. 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

Julatten has seen an increase of families with young children moving to the area since the later part of the 2021. This increased numbers significantly for ISD services at the centre. During 2022 a total of 44 families utilised programs delivered by the ISD. 60 children attended our programs and services, which is also an increase on 2021.

The amount of children using the centres ISD programs and services is significant considering the State School recorded enrolments in the low 50's for the same period. Of these 44 families, 11 families were referred onto intense supportive programs, 26 families regularly attended playgroup and 14 families enrolled into our Learn to Swim program.

Our centre may only be small, but we are able to identify and deliver programs to the benefit of families with young children. We increase parents'/carer's awareness of engagement, learning, well-being and development with their children. Through our programs, we aim to increase parental capabilities and confidence in parenting, connect families in the community, provide the right services at the right time and provide access to a range of family Early Years programs that deliver positive outcomes.

Integrated Service Delivery (ISD) Cont...

Speech Therapy Program

Our Speech Therapy program is every Wednesday morning during school term with an assessment on the children once per term.

During 2022, families accessing this program significantly increased which indicates we are providing and targeting a need within our community. There is a wide range of supportive options being offered to families whose children are displaying severe to minor language difficulties. Some children require extensive weekly support and some children require a slightly less intensive program. The program provides indicators and expected milestones for families that think their children may have languages problems. The program supports these families by teaching parents/carers the tools so they can continue to support their child at home. We also support children who come under the NDIS program.

The program improves communication and comprehension skills for children and creates a sense of achievement when children reach milestones creating confidence and well-being for the child. The Speech Therapy program is fully subsidised and is provided free to families.

Playgroup

Playgroup is facilitated by a qualified child care educator. Sessions are held at the centre every Monday during school term from 9am to 11am. Due to a large influx of families to our area, playgroup numbers have steadily increased over the past 2 years.

Playgroup connects families which helps build support networks and relationships within the community. Playgroup provides support, referral, information and advice for families. We promote and encourage engagement between parents/carers and children to increase confidence with parenting and to be aware of children's needs, recognise milestones and give parents a better understanding of age appropriate development.

Playgroup is free to attend.

Swimming Program

Our Learn to Swim Program is partnered with the C-Me Swim School - Cairns who supply a qualified experienced swim instructor and Tableland Caravan Park who provide use of their swimming pool to assist in the delivery of the program. Learn to Swim is every week during Term 1 and Term 4 for a 10 week block. Classes range from Aqua Bubs for children aged 6 weeks to 2.5 years to advanced squad levels.

Learn to Swim program teaches children lifesaving skills. The program has been running for 7 years and is well supported each year by the community. Swimming encourages fun and engaging activities between parents/carers and children. It teaches children the tools to successfully achieve milestones which promote feelings of achievement, confidence, well-being and self worth.

Learn to Swim program provides a quality program that is delivered locally saving families having to travel to extra-curricular activities. The program is partially subsidised to make it affordable for families.

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 5 years the ISD has been delivering the program at the centre. Children from playgroup, Julatten/Mt Molloy State Schools, home-schoolers and the local community are invited to attend a morning of activities.

Under 8's Day celebrates young children and gives families the opportunity to increase engagement with their children and creates a sense of community belonging and the opportunity to share experiences and conversations.

Under 8's is an opportunity for the Julatten and Mt Molloy State Schools to network with the centre and form a cohesive relationship inclusive of children from the Early Years environment to the State School system.

Under 8's also brings the community and community groups together to enjoy fun activities and form networks of support and to encourage relationships.

Under 8's is free to attend.

1st Aid Courses

The centre holds a 1st Aid course during August - September for the general public. This has become popular with the community and quickly fills up. Living in our rural remote area, it is such a long wait for emergency services to reach you. This course supports community members to be able to refresh or up-skill their qualifications.

The ISD also provides a 1st Aid Response program targeting families with young children from birth to 5 years. This is not a recognised course, but is delivered by a qualified Recognised Training Organisation, (RTO), 1st Aid teacher. It teachers families ways to respond to injuries such as broken bones, temperatures and fevers, breathing difficulties, bites, burns etc.

The program provides parents/carers with the tools to be able to deliver effective 1st aid treatment to their children. Parents/carers have the opportunity to practice a variety of scenarios which could be the difference between life and death for their child. The 1st Aid Response program is very popular with young families and provides parents with the skills

Justice of the Peace - JP Qualified.

This free service is run from the community centre Monday - Thursday. It has proved to be very valuable as most JP's in the area only offer this service on a part time basis due to their work commitments. This way, the community has access to a local JP 4 days a week. This is a very popular service that we provide with approximately 80 community members requiring witnessing services over the year.

Integrated Service Delivery (ISD) cont...

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 so that they have access to the right services and programs for young families.

Local groups and services where I attend regular meetings include:

- Mt Molloy State School P&C
- Julatten State School P&C
- Julatten and Molloy Association of Ratepayers and Residents (JAMARR)
- · Port Douglas Community Centre
- · Mareeba Community Centre
- · Dimbulah Community Centre
- · Mossman Community Centre
- · Cairns Regional DV Service
- Douglas Early Years Network

Thank you....

Sincere thanks to staff, volunteers and committee who have supported the ISD program through out the 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 families in 2023.

Compiled by: Tan Dickson

Community Support Worker

Sunbird Children's Centre

Directors Report

Enrolments and Utilisation

Sunbird Children's Centre continued to secure healthy numbers and we were at capacity with staff to child ratios and for the first time ever, a "waiting list" this was due largely to new families moving into the area.

Educational Programme and Practice

The program remains "child centered" with all staff contributing to observations of the children's interests, strengths and curiosity at weekly staff meetings. These meetings guide our future planning in line with the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines. Children are encouraged to make choices and decisions and use initiative.

The curriculum in a service such as ours encompasses everything that we do in a day, including expectations and routines where learning can be incorporated using playtimes, transition times and meal times, where discussion about healthy eating and well-being are regularly held. Our routines are flexible to allow for our mixed age group and the many differing developmental stages of the children, while following familiar patterns to create a sense of security and predictability.

The kindergarten group includes children who have just turned 3 years old (pre kindergartners) and the teacher does require some assistance with the 1:11 ratio, during "circle time" as the younger children's attention span is not yet developed and the older children are indeed ready to learn more, so a happy balance has been found.

The curriculum and learning and development areas are currently being communicated to the families in a Weekly Review pdf document sent out by email after discovering that the Facebook site was not private. These Weekly Reviews form the basis of the Child's Portfolio, a take home folder and momento of the child's year at the Centre.

All program information and documentation is kept in a large A3 folder for easy access for Dept and C&K supervisors, on visits and inspections. Observations and tracking of all children are separated into one A4 black book for kindergarten and one for the younger group. All of these and curriculum documents are stored together for easy access by staff.

Literacy and numeracy are incorporated into the children's play intentionally and the environment is seen as the child's third teacher, a concept borrowed from the Reggio Emilia philosophy from Italy. Children are provoked by the environment to engage in play or to become curious and experiment or question. Spontaneous teachable moments arise, for example counting seeds, talking about halves and wholes when cutting fruit, measuring the height of a block tower, talking about print or creating our own small books.

Cooking is also a wonderful tool for immersing children in literacy and numeracy as they learn that words of the recipe can be read and therefore have meaning and count, measure and explore capacity. Exposure to and learning about letters, words and numbers is intentional. Children engage in name recognition on arrival and in games, leading to children's written sign in and

Directors Report Cont...

arises frequently in the context of children's play, when identifying belongings or modelling writing related to art or construction.

Communication continues to be a major focus with staff modelling acceptable ways to share, take turns, negotiate, reply to conversation and use manners and kindness with others.

Establishing expectations and routines has been important in this first term. When children are able to predict what comes next they relax and become comfortable with the centre and staff.

At the end of year we continued to strengthen ties with the school taking the kindergarten group to stay and play for four mornings at the end of Term 4. We joined Julatten SS for Under 8's Day and a mini olympics with the preppies, year 1 and 2.

We were able to support our kindergarten children to make a successful transition to school and at the end of this year will have 10 children moving to Prep. It would be prudent to secure the additional Early Childhood Educator so that waiting list children under 3 can be welcomed into the Centre to secure enrolment for 2023.

Children's Health and Safety

New Staff have all attended an "Induction" meeting and with Carla's ongoing training in our Centre and Nikki having worked in after school hours care, all staff are aware that children's health, safety and well-being is our number one priority.

In 2021, there were very few incidents and minor injuries over the year, mainly biting and pinching. With temperature check ups at check in and hand washing routines introduced during the pandemic, children have had the usual colds and no other outbreaks other than some conjunctivitis. A new Illness Policy was written as parents became frustrated by which children were able to attend and who could not. This was passed to one of the parents who is a Nurse to vet and given out to families.

This year 2022, the check in check out procedure changed to the outdoor environment and this has shown to be successful in more than just health issues. Children's spare clothes are more accessible to the outdoor environment. Less adults enter the class spaces with their younger children in the mornings who were often taking apart our learning set ups on their way in.

Physical Environment

Equipment is chosen from feedback from staff of their observations of the interests of the children or with a developmentally appropriate practice and together with intentional teaching to extend children's learning. Our outdoor environment allows children to challenge themselves physically and creatively. Although hesitant about the rocks

in the sand pit (with younger children



Directors Report Cont...

not yet sure footed) if the depth is kept at regulation 30 cm it does provide an element of risk taking and challenge and I have seen no harm come of it.

2021, the food garden was well used, the children growing, harvesting and cooking produce. Children used our own herbs to make Father's Day gifts again this year and continue to visit it. Flowers were used to pound and dye colour onto fabrics, which were later sewn by the children, with the child's beginning letter of their name and sent home at Christmas. It is sad to have lost our enthusiastic gardener Ying.

A zoomy computer microscope was purchased and a variety of insects from the garden and found indoors, were closely examined. Mosquitoes have been a real problem in the garden and sandpit area with the extra rainfall at the beginning of this year.

The arched beds off the veranda have become individual provocations for learning. A new TV has been purchased and is used to show documentaries with relaxing music to the Kindergarten children at rest time along with books it is essentially a quiet time with some children sleeping.

Relationships with Children

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. It is particularly enjoyable to watch them graduate from small plastic trike to peddling the red bikes to scooting around on balance bikes.

Staffing Arrangements

Unfortunately there was some significant upheaval due to the Covid Mandate which left us with two staff required to leave. It was a terrible time, especially to loose such experienced staff for such a reason. As we receive direct government funding it was not an option for us to explore not following a Government Health Directive.

In 2021, staff worked many extra hours, unpaid and behind the scenes particularly for our spectacular art show. I would like to thank the team (including those who had to leave us) for all that they did for the children and families at the service. Vicki, Carla and Stacy thank you, for your hard work and dedication, your creativity, and passion.

Sunbird Children's Centre advocates for the rights of the child and the best practice for early childhood education, for children to be nurtured and educated by adults that have knowledge of early childhood education and appreciate the capabilities of young children and celebrates them.

We were really desperate to open for 2022 and received only two applicants, one of whom was unable to continue. It seems evident that employing an educator with their own children in attendance historically never works and should be avoided in the future. Carla has really stepped up to take responsibility in 2022 and Nikki brings a lot of energy to the team.

Collaborative Partnerships with Families and Communities

Each year we continue to invite parents to an end of term culminating event. In 2021, we had an Easter party with lots of dancing and Easter Hat Parade and with the encouragement of staff we embarked on a major Art Exhibition of the children's work in Term 3. All events were well attended by our families and extended family.

Under 8's Day was hosted by the centre again, thanks Tan and Anne, with attendance by the Julatten and Mt Molloy State Schools, home schooling families and visitors including the Domestic Violence Awareness group. We incorporated the fundraiser for Children's Cancer

Foundation, as we are touched personally with our

own little Sebby. Pirate Day was a huge success, we raised a reasonable amount of money for the few hours, which was donated to the cause, and rounded off with some pirate songs played by Dennis Rose.

Christmas saw the Christmas Concert ,a successful integration of the youngest children together with the kindergarten group mostly all participating confidently. Families networked with an informal lunch and gave appreciative applause for our staff and nice gifts. All children were gifted books from the Centre.



Leadership and Service Management

Input into the programme has been sought through verbal and written survey and parents comments noted and filed. There were concerns developing during 2021 mostly on private chat. Parents were invited to a special meeting to an open discussion for everyone. The outcome was overall support and understanding of the daily operations of a mixed age service..

Some of our policy documents are becoming out of date but our affiliation with C&K means all up to date policies are accessible on their intranet and they are frequently updated by the Director with any new policy such as the new Button Battery Policy and updates on Covid, distributed to staff, signed and emailed and placed at sign on for families and files updated.

C&K provides support from our Area Advisor Andrew McLean, Kathleen Bunny and other support staff at C&K. Andrew visits each term and respond quickly with help in tricky situations. We continue to receive positive comments about the environments provided for the children and about the programme in general. Andrew is always satisfied that attention to regulation requirements is always completed expediently.

I would like to take the opportunity to highlight the need for the Committee President, (if this is the person to undertake grievance/complaint with staff /parents,) to undertake training which is offered by C&K for all members of the Committee.



I believe it is important that the Committee President regularly do the appraisement of the Director/Teacher and Centre operations. I understand this can be intimidating. I suggest this is best achieved by frequently chatting with staff about the management of the Centre, whether duties are shared equitably, if the days routines are smooth and predictable and generally gauging the happiness of all stake holders.

If this is conducted regularly, the President will be able to confidently handle grievance/complaints and be able to reassure the complainant of their belief in the capability of the Centre its Director/Staff, whilst listening with intent to gather information to solve the issue.

Thank you to everyone who gave their time to be on the Committee especially to Naomi who has volunteered for such a long period through thick and thin and to all those who have supported us over the past year and into this one.

Compiled by: Kim Clinton Director

