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# Julatten Initiative Group inc

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## 2023 Annual Report



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Compiled by: Joe Shaw

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*President*



Juluatten Community Centre

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# Our Educators

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## **Teresa Martin**

Bachelor's degree in Primary Education - Foreign Language, Diploma - Early Childhood Education and Care



## **Carla Young**

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



## **Nikki Fulton**

Currently studying Cert III - Early childhood Education and Care



## **Julia McMillan**

Currently studying Cert III - Early childhood Education and Care



# Our Admin Team

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## **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 and came to this beautiful little part of the world 28 years ago. During that time, I have been actively involved in many local community groups such as President of Playgroup, P&C committee for over 8 years while my 3 children attended Julatten State School and now, I have worked as a Community Support Worker at the Julatten Community Centre for over 10 years.



# Presidents Report

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Throughout 2023, the Julatten Community Centre has continued to offer our service of Kindergarten and Limited Hours Childcare through the Sunbird Children's Centre as well as providing parenting support and programs.

This year brought us a new Kindergarten Director, Teresa Martin. Teresa took to the centre immediately and quickly built a strong rapport with the children and their families. Teresa has proven to be a real asset to the centre with her new approach and ideas for planning.

Staffing issues from previous years was avoided this year thanks to a great team of qualified, professional and dedicated members of our community. This enabled our children to feel familiar with consistent regular staff members to build strong relationships and provide support for their needs.

Overall, the centre was running at full capacity in our Kindergarten and Limited Hours services. The high numbers of children attending saw the introduction of a 'waitlist' for the first time in the centre's history.

Our Integrated Service Delivery, (ISD), provided support to children, their families, childcare staff and the centre by continuing to deliver relevant and quality programs.

This year the JIG committee continued to be supportive to staff and families in the community in our capacity as a volunteer community run organisation. Focus on governance and regulations is always at the forefront of meetings and discussions. The committee believe we have continued to offer consistent and invaluable services to this community. This is an exciting time for the Sunbird Children's centre as the numbers of young families moving to the area is increasing. Hopefully our centre will enjoy years of supporting our communities future generation.

Compiled by: Joe Shaw

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*President*



# Committee Overview



## JIG Committee

### **Current members:**

President - Joe Shaw

Vice President - Sonia Wheatley

Treasurer - Lucy Thorpe

Secretary - Noeline Clarke

In 2023, we welcomed back Joe Shaw as President. Sonia Wheatley put her hand up for Vice President. Joe and Sonja's grandchildren both currently attend the centre. Our secretary is Noeline Clarke and we are lucky to retain our Treasurer, Lucy Thorpe who has worked tirelessly as an executive member since 2021. I would like to take this opportunity to thank past, new and continued executive committee members. We will continue to manage the centre and provide support families and staff where required.

## 2023 Community Centre Staff

### **Director, Nominated Supervisor** - Teresa Martin

Bachelor's degree in Primary Education Childcare Educators - Foreign Language,  
Diploma - Early Childhood Education and Care

### **Childhood Educator** - Carla Young

Cert III Early Childhood Education and Care

Currently studying Diploma - Early Childhood Education and Care)

### **Childhood Educator** - Nikki Fulton

Currently studying Cert III - Early Childhood Education and Care

### **Childhood Educator** - Julia McMillion

Currently studying Cert III - Early Childhood Education and Care

### **Community Support Worker** - Tan Dickson

### **Administration and Book Keeping** – Anne Gallagher

### **Playgroup Facilitator** – Julia Atkin

### **Gardener** - John Cummings

### **Centre Cleaner** - Meg Allen

Thank you to all staff for their efforts over the past 12 months. Your contributions to the centre have made us a place we can all be proud of.

## Sunbird Children's Centre Job profit and loss report

Jalatten Initiative Group Inc

01 Jul 2022 - 30 Jun 2023

	Category code	Category name	So ended period (\$)	Year to date (\$)
Income	4 1300	Bank interest fees	78,473.77	40,719.87
	4 2000	FDIC Insuring	67,492.00	37,753.00
	4 2100	Banking & Administrative	7,707.00	2,807.31
	4 2700	GRSF Funding	65,358.50	35,342.49
				205,733.44
Expense	6 0100	Accounting Fees	1,322.67	2,004.42
	6 0150	Audio Expense	3,041.75	12,330.32
	6 0200	Advertising/Promotion	317.73	317.73
	6 0700	Bank Charges	1,157	31.55
	6 0710	Compliance training expenses	767.75	205.51
	6 0750	Building Maintenance	134.24	268.43
	6 0770	Freight	70.23	140.55
	6 0780	Cleansing Expenses	3,029.16	5,045.75
	6 2000	Computer Expenses	141.14	773.64
	6 2500	Computer Equipment	104.69	198.77
	6 2700	Electricity	1,113.36	1,235.44
	6 2820	Fire Risk WFTI Expenses	166.77	241.41
	6 2827	Food & Beverage Expenses	75.30	75.30
	6 2850	Gasoline/Transportation	21.51	43.02
	6 2871	Gas	417.11	417.11
	6 2870	Grounds Maintenance	7,145.71	4,549.55
	6 2880	Insurance	2,123.64	5,023.26
	6 2890	Other Equipment - Fuel	171.82	171.82
	6 2890	Insurance	1,345.17	1,530.75
	6 2890	Maintenance & Repairs	201.57	1,455.91
	6 2890	Miscellaneous	151.10	141.14
	6 2900	Miscellaneous Expenses	241.37	312.61
	6 2900	Office Supplies & Stationery	417.25	576.76
	6 2917	Postage	3.45	3.45
	6 2918	Printing	1,150.00	1,562.73
	6 2914	Rent	321.27	449.64
	6 2915	Public Relations	571.76	741.76
	6 2916	Staff Activities	71.07	70.92
	6 2918	Telephone & Internet	572.47	758.20
	6 2918	Training & Travel	407.00	425.00
	6 2920	Travel Equipment	3,305.08	3,901.60
	6 4500	Travel Expenses	2,030.91	4,155.91
6 5020	Wages & Salaries	151,455.59	153,901.98	
6 6700	Supplies/Supplies	71,407.77	74,037.17	
<b>Total</b>			<b>177,904.01</b>	<b>219,951.29</b>
<b>Operating profit</b>				<b>(14,155.85)</b>
<b>Net profit</b>				<b>(14,163.35)</b>

# Committee Overview Cont...



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## **The Sunbird Children's Centre**

The children's centre remained operational at full capacity for the year and was supported by 23 families in the community during 2023. With our Government approved Kindergarten and Limited Hours Care programs supporting 26 children.

## **Community Support Worker - Integrated Service Delivery**

The Committee continues to work with the CSW focusing the role in several key areas – including programs, planning and community engagement. Our programs continue to be well supported by the community with numbers still high for attendance and engagement. This role includes coordinating the centre to ensure the smooth running of day to day operations, programs and services within regulation.

## **Building and Maintenance**

No major works were undertaken during 2023, however, the gardens throughout the centre received an upgrade, beautification and tidy up. Irrigation was also installed at the expense of JIG Inc.

## **Looking Forward**

Throughout 2023, the centre was able to operate at a high level due to a regular, consistent core team of childcare educators. This enabled relationships to strengthen between staff and children, creating a stable environment for maximum learning opportunities. The introduction of a waitlist is indicative of the success of the centre for this year.

ISD continues to offer worthwhile and well attended programs for children families. The committee is confident that we will continue to offer quality programs and services that are beneficial to all within our community.

I would like to take the opportunity to thank everyone involved in the running of the centre. The centre seems to run so effortlessly, but it is a massive job behind the scenes. 2023 has been a hugely successful year and I have no doubt that this community will continue to benefit from the services of the Julatten Community Centre for many more years to come.

Compiled by: Joe Shaw

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*President*

# Treasurers Report



## CSW - Jul 2022 to Jun 2023 Profit and Loss Sunbirds July 2022 to June 2023 Profit and Loss

### Job profit and loss report Julatten Initiative Group Inc

01 Jul 2022 - 30 Jun 2023

Job number	Job name			
ISD	Integr. Service Delivery			
CSW	Comm. Service Worker			
	<b>Category code</b>	<b>Category name</b>	<b>Selected period (\$)</b>	<b>Year to date (\$)</b>
Income	4-2000	ECEC Funding	130,258.04	130,258.04
	4-2561	Public Access Facilities	3,586.36	3,586.36
	4-4000	Donations	1,000.00	1,000.00
<b>Total</b>			<b>134,844.40</b>	<b>134,844.40</b>
Expense	6-0100	Accounting Fees	1,782.64	1,782.64
	6-0150	Admin Wages	9,041.73	9,041.73
	6-0500	Bank Charges	55.60	55.60
	6-1578	Committee meeting expenses	102.76	102.76
	6-1650	Building Maintenance	134.25	134.25
	6-1660	Emergency Relief	3.95	3.95
	6-1670	Freight	7.87	7.87
	6-1700	Cleaning Expenses	3,486.69	3,486.69
	6-2000	Computer expenses	852.50	852.50
	6-2500	Computer Equipment	186.05	186.05
	6-2520	Electricity	961.40	961.40
	6-2526	First Aid & WPHS expenses	150.15	150.15
	6-2527	Food & Morning Tea expenses	33.46	33.46
	6-2550	Gardening Equipment	21.51	21.51
	6-2560	Grounds Maintenance	3,123.87	3,123.87
	6-2600	Insurance	2,961.61	2,961.61
	6-2750	Office Equipment > \$300	171.82	171.82
	6-2760	Consumables	274.19	274.19
	6-2789	Maintenance & Repairs	373.68	373.68
	6-2790	Meeting Expenses	246.08	246.08
	6-2800	Miscellaneous expenses	257.02	257.02
	6-2850	Office Supplies & Stationery	277.65	277.65
	6-2912	Postage	5.46	5.46
	6-2913	Printing	1,099.94	1,099.94
	6-2505	Programs & Development		
	6-2505	Playgroup	7,110.24	7,110.24
	6-2505	Speech Therapy	4,942.73	4,942.73
	6-2505	Learn to Swim	5,706.18	5,706.18
	6-2505	Under 8's Day	2,100.02	2,100.02
	6-2914	Rates	321.16	321.16
	6-2915	Rubbish Removal	531.24	531.24
	6-2916	Staff Amenities	59.46	59.46
	6-2920	Telephone & Internet	597.50	597.50
	6-2950	Training & Travel	(2,417.27)	(2,417.27)
	6-3000	Toys and Equipment	287.27	287.27
	6-5030	Wages & Salaries	67,736.71	67,736.71
	6-6030	Superannuation	7,356.91	7,356.91
<b>Total</b>			<b>119,944.03</b>	<b>119,944.03</b>
<b>Operating profit</b>			<b>14,900.37</b>	<b>14,900.37</b>
<b>Net profit</b>			<b>14,900.37</b>	<b>14,900.37</b>

# Treasures Report Cont....



## Online Investment Account

as at 31st December 2023

Future Fund - To be held for emergencies	\$ 58,924.65
LSL and Sick leave accrual	\$ 38207.88
Balance of DoE - ECEC 2022/23 LHC Funding	\$ 0.00
Balance of DoE - ECEC Jul- Dec 2023 CSW Funding	\$ 28128.89
Balance of Accumulated Interest:	\$ 9895.27
Balance of accumulated profit	\$ 46367.01

**Accumulated interest balance in 2023** **\$ 9895.27**

Accumulated interest earned in 2023 \$ 4032.43

Accumulated interest expenditure in 2023 \$ 877.50

Accumulated Interest balance 2022 \$ 7,333.09

## Donations

Mareeba Shire Council Mayors Christmas Appeal \$ 1000.00

# JCC'S Services, Administration & Operations

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## Administrators Report 2023

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 payment. Monthly PAYG reporting and payment. Preparation of Jan to Jun 2022 2023 financials and supporting documentation for the annual Audit. Monthly, quarterly and annual budgets and bank account cash flow forecasts for General meetings. Banking of cash deposits. Management of Kidsoft attendance software required for Kindergarten Funding.

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. Administrative and financial information requirements for C and K.

Rates charges continue to be rebated at 50%.

Changed our accounting software from MYOB AccountEdge for Macs to MYOB Business. I use the online version at work and can also work from home.

Financial considerations for 2023 were:

We engaged Northland Tax as our new Auditors, as Millar Teitzel advised they were no longer able to do our annual Audit.

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.

In 2021 we voted to increase fees to \$40/day. Fees had not increased since 2010, which has shown to be unsustainable.

Factors to consider for 2024:

Ensuring all funding is spent within Funding timeline, as the Dept is bringing in a Surplus Funds recovery system and reducing future payments.

Motion : To approve the Jul to Jun 2023 Financial Audit at the JIG Inc AGM on Wednesday 19th June 2023.

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Compiled by : Anne Gallagher

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*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.



# Integrated Service Delivery (ISD) cont...



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## 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 2023 a total of 37 families utilised programs delivered by the ISD. 53 children attended our programs and services.

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 37 families, 8 families were referred onto intense supportive programs, 25 families regularly attended playgroup and 24 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.

## Speech Therapy Program

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

During 2023, the number of families accessing this program remained solid with a significant increase in the number of children under NDIS program accessing this services. This indicates that there is a definite need for this service in our community and the ISD program is providing this support within our community. Financially wise - as the NDIS program is financially supporting some families, our expense has decreased but participation has remained high. 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. 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 who do not have access to NDIS.

## 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 few 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

# Integrated Service Delivery (ISD) cont...



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 once per 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 8 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 statewide recognised program targeting children 8yrs and under and is initiated by Early Childhood Australia. For the past 6 years the ISD has been delivering the program at the centre. Children from playgroup, Julatten and 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 teaches families ways to respond to injuries such as broken bones, temperatures and fevers, breathing difficulties, bites, burns etc.

# Integrated Service Delivery (ISD) cont...



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 confidence to administer first response 1st aid which can be life saving.

## **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 100 community members requiring witnessing services over the 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 so that they have access to the right services and programs for young families. During 2023, focus on strengthening relationships between both Julatten and Mt Molloy State School. The idea is to provide a 'wrap around' service for children and families beginning at birth to year 6. This was successful by introducing a specific transition program which included, Library visits, Reading buddy with year 5 students in terms 3 and 4, inclusive activities such as Mini Olympics, Book Week, Cross Country and Under 8's. Also included was Play and Stay in Term 4 to support those children transitioning to Prep those children attending school in 2024.

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 2024.

Compiled by: Tan Dickson

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*Community Support Worker*





# Sunbird Children's Centre

# Directors Report



## Enrolments and Utilisation

Sunbird Children's Centre continued to secure healthy numbers from the beginning of the year, and we were at capacity with staff child ratios. We also had a long wait list. All the children ended up securing a spot by the end of the year.

## Educational Programme and Practice

The program remains 'child centred' with all staff contributing to observations of the children's interest, 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.



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 mealtimes, 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 learning and development of the children are communicated to the families through a Weekly Review, which is displayed in each room for families to have a look and a copy is placed in their portfolios. Families are welcome and encouraged to have a look to their child's portfolio which are located in the foyer.

All program information, including weekly plannings and weekly reviews, are kept in a folder for easy access for the Department of Education and CandK Supervisors. A copy of individual and group observations of the children are placed in their portfolios and notes of their learning and development are included in 'Jottings of the Children Learning' folder which is accessible by all educators.

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.

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

One of our aims for 2023 has been to increase our partnership with the local school. Kindergarten and pre-kindergarten children are visiting the school library once a week. They are welcome to read the books and borrow one book each week. In term 4, year 5 students are joining us in the library to read books with the kindergarten children. This is a great way for the children to start building relationships with students and start getting familiar with the school environment. Besides that, JSS and Sunbird Children's Centre are collaborating to organise Under 8's Day and Sports Day. At the end of the year, kindergarten children attend the Stay and Play days at the school to support their transition to Prep. These sessions are significantly meaningful for the children because they get to know their prep teacher and future peers, and their classroom. They also learn about the routine and expectations which helps make the transition smoother.

# Directors Report cont...

## Children's Health and Safety

All staff are aware that children's health and safety is our number one priority. During 2023, there have been a few minor injuries or incidents such as falls or trips. There were some other injuries recorded happening to staff members (bitten by a child and hit by a child with a water bottle).

There was a head lice outbreak during term 3 and 4 which was not under control even though the family was aware and reminded every couple of weeks by the centre director.

The check in/check out area, which was changed to the outdoor area the previous year, has been moved to the foyer again. Temperature checks are no longer happening when families come in.



## Physical Environment

The physical environment is designed by educators during our weekly staff meetings. Staff members choose the equipment and resources to be set up considering children's interests, developmental stages, and intentional teaching practices to extend on children's learning.

The garden was well used during terms 2 and 3. Children enjoyed preparing the garden beds, planting seeds, transplanting seedlings, harvesting produce, and using some of that produce in our weekly cooking during term 3.

Some new equipment was bought at the beginning of the year such as indoor chairs and a table, and a shelf. Miss Nikki was asked to refurbish most of the indoor equipment such as lockers, tables, and home corner equipment instead of purchasing new one.

Garden beds around the yard are full of leaves, and this has attracted many mosquitoes mainly at the beginning of the year. However, we have endeavoured to address this matter with the gardener during this time.



## Relationships with Children

One of the best things about mixed age group at our service is that we get to know the children over several years, often from babies or toddlers to kindergarten. It is a privilege to be part of children's lives over such a long period of time.

## Staffing Arrangements

We started the year with 4 educators which allowed us to operate on full capacity. The team went through some changes throughout the year. However, by the end of 2023, we had a permanent, strong and reliable team of educators.

Miss Julia joined us mid term 2. She is a mother of two children in care (Kindergarten and LHC rooms), and a high school teacher in Germany. She was happy to start studying the Certificate III in ECEC to be able to work with us.

Miss Sharine joined us as a relief educator at the end of term 2 and became a permanent educator by the end of the year.

We have been lucky to have some other great educators in our relief pool to cover shifts when required.

## Collaborative Partnerships with Families and Communities

Families are always encouraged to participate in special events such as Under 8's Day or Sports Day and smaller experiences/events taking place in the centre. Under 8's Day was a success; many families joined us and had fun with their little ones.

This year we have organised an end-of-year celebration which will take place on the last day of term 4. The team decided to have some water play and have fun with the children that day instead of making them participate in a play, which puts the whole team under too much pressure and the children don't end up enjoying it.

Families are also encouraged to get involved in the program; for example, by asking them to bring a family picture or to share recipes etc. They are also informed about their little one's learning and development during face-to-face informal conversations, and through observations, and summative assessments.

## Leadership and Service Management

C&K have been providing support each term from our Pedagogy Advisor, Michelle Hodge. She is always happy to share her knowledge regarding children's learning and development. She is satisfied with our program and both, indoor and outdoor, learning environments. Michelle is supporting the centre ECT/director, Teresa, gathering proof and samples to transition from provisional to full registration.

She recommended to review the centre philosophy since it has not been reviewed for several years. This will be discussed with the committee and team of educators.

Regarding centre's policies and procedures, we have been using up-to-date policies provided by C&K. We are expected to be using our own policies in 2024 since they are in the process of being updated.

Each educator's role has been clearly defined. As an example, Miss Carla was handed an updated Job Description since she is running the LHC room, making her the room leader.



# Directors Report cont...

## Leadership and Service Management cont...

At the end of the year, we were granted over \$12,000 from Kindy Uplift program. This will allow us to participate in many different professional developments to expand our knowledge and acquire new skills in many different domains such as inclusion, communication, or self-regulation. These PDs will be organised and carried out during 2024.

Compiled by: Teresa Martin

### *Director*



# Appendix

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## Audit Report

