 Keith War Memorial Community Centre
Kindergarten and Childcare Centre
Annual Report 2013
2013 was the first full year that the Keith War Memorial Community Kindergarten and Childcare Centre ran as an Integrated Rural Preschool and Long Day Care Centre. The service provided a 4 Year Old Pre School Program, Long Day Care program for children aged from 0 – 6 years, and both After School and Vacation Care Programs for children aged from 6 – 12 years.

Keith is located in the Limestone Coast Region, and is a small rural community. Our average enrolment in 2013 were twenty three kindergarten children on Kindy days (Alternate Monday mornings, and full days on Tuesday and Wednesday), ten 0-3 year olds, seventeen 3-6 year olds and eleven school age children per day.

**Quality Improvement Plan**

Throughout 2012 we had clear Quality Improvement agenda and processes in place to ensure continual reflection on the goals we had set and progress towards meeting these goals. We were incredibly rewarded when reflecting at the end of the year, on the achievement of the previously set goals, and the clear directions identified for 2014.

**Quality Area 1, Educational Program and Practice**

*Highlights / Achievements*

- Site planning reflected regional priorities.
- Within staff meetings and planning time there was an increased emphasis on children’s sense of agency, and this was reflected in programming, documentation and confidence of staff in articulating what ‘a sense of agency’ is, and how we endeavor to support this.
- Development of whole site agreements in relation to documentation, assessment and reporting
- Increased evidence of how teaching practice responds to children’s ideas and play
- Increased engagement by educators with Respect, Reflect, Relate document
- Ongoing staff participation in Professional Development (including Niki Buchan, Lisa Burman, and Image of the Child project)

*Next Steps*

- Supporting educators to become more consistent in relation to documentation (learning folders, floor books and displays)
- Greater access to, and promotion of documentation for families to engage with

**Quality Area 2, Children’s Health and Safety**

*Highlights / Achievements*

- Engaging programs which promoted healthy eating and physical activity.
- Development of processes and systems for children with Health Care plans, for shared termly reviews between administration staff, WHS Rep and whole of staff team.

*Next steps*

- Implementation of newly developed sleep policy
- Encouraging a range of relaxation techniques for children
- Promotion of healthy lunch box ideas and potentially family workshops in relation to healthy eating

**Quality Area 3, Physical Environment**

*Highlights / Achievements*

- Development of site Sustainability Policy, and changes in practice (i.e establishment of worm farm)
Work completed on outdoor storage to enable efficient organisation of resources to support engaging learning environments both indoors and outdoors

Next steps
- Continued focus on development of outdoor learning environments
- Clearly organised and documented systems for storage with reference to the location of resources
- Continued focus on sustainability and caring for our environment

Quality Area 4, Staffing Arrangements
Highlights / Achievements
- All staff have qualifications or actively working towards Cert 3
- Establishment and growth of a highly supportive and collaborative staff team
- Full staff participation in Fulcrum People training

What Next
- Increased clarity around roles and responsibilities with daily responsibilities, location of resources etc.
- To develop systems to increase the support offered to staff who are studying
- Continue focus on professional development for all staff

Quality Area 5, Relationships with Children
Highlights / Achievements
- Updated behavior management guidelines
- Engagement of staff team in exploring current research around children’s behavior, security and ways to support staff and children

What Next
- Support for educators and families in relation to supporting children to develop skills to regulate their own behavior

Quality Area 6, Collaborative Partnerships with Families and Communities
Highlights / Achievements
- High family engagement in service events, ie. Open mornings, ‘Blokes Night’ and end of year celebrations
- Children actively visiting the community, hospital visits, library visits, and local excursions.
- Development of shared resources in relation to Emergent Numeracy and Mathematics with Keith Area School Junior Primary staff to be shared with staff and families.
- Strong and supportive Governing Council and Management Committees

What Next
- Greater representation of all groups using the service on Governing Council and Management Committee (0-3, 3-6, Kindy and ASC and Vacation Care)

Quality Area 7, Leadership and Service Management
Highlights / Achievements
- Development of clear processes for enrolment in all programs, with documented roles and responsibilities
- All staff involved in Performance Management Process and have plans linked to the site Quality Improvement Plan

What Next
- Staff self assessments and support for targeted future professional development opportunities

Intervention and Support Programs
We had several children during 2013 who received Pre School Support. To ensure that this support was used as effectively as possible we continued to use a system of weekly goals, reviews and future planning at designated times between the Pre School Support worker and the Kindy Curriculum Leader. Using this approach has helped us to refine the programs being delivered and provided us with far more comprehensive records about the children’s development and progression with in the program.
2013 has been a fabulous year for the Keith War Memorial Community Kindergarten and Childcare Centre, with many activities happening in and around the centre. It saw the Childcare service celebrate its first birthday. It has been very rewarding to have such a centre as ours continually growing and expanding with increased enrolments and additional staff to the centre.

2013 saw the establishment of sub committees within the Centre’s Governing Council and Management Committee, we established sub committees to help make decision about our service then report back to at Governing Council meetings.

Once again there has been fantastic involvement from both parents and the community at the Centre with the Keith Apex group helping to redevelop the garden plot, kindy open mornings repainting the outdoor furniture, visits to the community library, singing for the aged care residents, visits from/to various classes at the school to participate in various activities. Also together with the families and community we were able to have another successful year of fundraising.

We held our first “Blokes night”. To acknowledge and celebrate the relationship that children have with the males in their life. It was a great chance for them to visit the centre and meet staff and have some fun with their child in their kindy/childcare environment.

We also saw the end of year celebrations change to a new format, we were able to have the popular children’s entertainment the “Drumming Monkeys” come and perform for the children & their families as well as face painting and a BBQ tea.

Lastly, I would like to thank everyone for their participation and involvement within the centre throughout 2013, and on behalf of the Governing Council thank the staff of our wonderful centre for their tremendous work throughout the year keeping the centre bright, colourful and a great place for our children to learn through play.

Trish Hedges
Chairperson
KWMCCCK Governing Council
Student Data

Enrolments

Table 1: Enrolments by Term

<table>
<thead>
<tr>
<th>Enrolment by Term</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>28</td>
<td>27</td>
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<td>36</td>
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</tr>
<tr>
<td></td>
<td>29</td>
<td>32</td>
<td>13</td>
</tr>
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</table>

Our Data for Terms 3 and 4 is not comparable with previous years due to the transition to the Same First Day enrolment policy for preschools. Overall we continue to have a similar trend in enrolments to previous years. As a small community we have fluctuations form year to year. All of the known four year olds in the area are attending our service.

Attendance

Table 2: Attendance Percentages 2011 - 2013

<table>
<thead>
<tr>
<th>Attendance Percentage</th>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011 Centre</td>
<td>96.9</td>
<td>94.4</td>
<td>97.0</td>
<td>89.7</td>
</tr>
<tr>
<td></td>
<td>2012 Centre</td>
<td>89.3</td>
<td>88.5</td>
<td>72.0</td>
<td>90.6</td>
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<tr>
<td></td>
<td>2013 Centre</td>
<td>96.3</td>
<td>100.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 State</td>
<td>89.9</td>
<td>89.1</td>
<td>88.4</td>
<td>89.6</td>
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<tr>
<td></td>
<td>2012 State</td>
<td>87.4</td>
<td>85.9</td>
<td>84.5</td>
<td>85.5</td>
</tr>
<tr>
<td></td>
<td>2013 State</td>
<td>88.7</td>
<td>88.0</td>
<td></td>
<td></td>
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</table>

Figure 2: Attendance by Term
Our attendance for Term 3 and Term 4 of 2013 is not comparable with previous years due to the transition to the Same First Day enrolment policy for preschools. Our attendances in Term 1 and Term 2 were very high with 96.3% in Term 1 and 100% in Term 2 – we were delighted with this result and look forward to aiming for high attendance rates in 2014.

**Feeder Schools**

**Table 3: Feeder School Percentage Data 2011 - 2013**

<table>
<thead>
<tr>
<th>Site number - Name</th>
<th>Type</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>0757 - Keith Area School</td>
<td>Govt.</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
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<tr>
<td>Total</td>
<td></td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
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</table>

As a small rural community all of our children have transitioned to Keith Area School. However in future years we have already had enquiries from families about their children attending Pre School at Keith due to family work arrangements and childcare services, and then starting school at Tintinara Area School in 2015.

**Client Opinion**

For our 2013 Parent Opinion Survey we had a 67% return rate which was slightly down on the previous year. Overall we were delighted with the responses, with the overwhelming amount of parents using Strongly Agree (80%), and Agree (20%), no responses were recorded for Disagree or Strongly Disagree.

In relation to the question What do you like best about Keith War Memorial Community Centre Kindergarten? We received the following comments:

- Excellent, friendly and caring staff
- Progressive attitude to staying current
• There is an educational element in which my child learnt not only social skills, but academically as well
• Very friendly and well-coordinated
• Teachers are very approachable and competent
• The caring and friendly teachers and staff
• The staff are friendly helpful and encouraging towards children and parents.
• Friendly, welcoming, busy, kids feel comfortable.
• Welcoming staff members who take time to get to know and understand each child in their care.

In the next question In what ways could the Kindergarten change to better meet the needs of your child and family? We only received one response which was
• Perhaps a slight brief into what academic outcomes they are focusing on.
• I am very happy with all aspects of the Keith Kindergarten

In the final question Any other comments? We received the following responses;
• The team of teachers were outstanding. I was very impressed with the facility and it outperformed my expectations
• My child loved Kindy it was only a shame that she only did three terms of it!
• Keep up the great work!
• Can’t wait for next year, when my next child starts!!

In looking at possible areas of improvement from the surveys responses, the areas in which there were a higher percentage of Agree responses rather than Strongly Agree were;
• I am encouraged to be involved in my child's learning
• Information on parenting and child development is available if requested

We will endeavor to focus on these areas in 2014, it is pleasing that all responses agreed with these comments, but our aim is for them all to be 'Strongly Agree'.

Financial Statement
2013 was a stable year financially and as previously planned and budgeted for.
<table>
<thead>
<tr>
<th>Net Transfer to SASIF as at end of December of the current year (deduct if credit or add if debit)</th>
<th>-5057.13</th>
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<tbody>
<tr>
<td>1.4 Other Investment Accounts</td>
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<tr>
<td><strong>Total Investments</strong></td>
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<tr>
<td>2 Bank Balances</td>
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<tr>
<td>2.1 ANZ Business Extra Account</td>
<td>1667.42</td>
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<tr>
<td>2.2 Total Bank Balances</td>
<td><strong>$ 1,667.42</strong></td>
</tr>
<tr>
<td>3 Cash in Hand</td>
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<tr>
<td>3.1 Petty Cash</td>
<td></td>
</tr>
<tr>
<td>3.2 Cash Floats</td>
<td></td>
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<tr>
<td><strong>Total Cash in Hand</strong></td>
<td><strong>$ -</strong></td>
</tr>
<tr>
<td><strong>TOTAL CASH/INVESTMENTS (F)</strong></td>
<td><strong>$ 25,420.62</strong></td>
</tr>
</tbody>
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**COMMITMENTS**

<table>
<thead>
<tr>
<th>1 Loans</th>
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<tbody>
<tr>
<td>1.1 DECD</td>
<td></td>
</tr>
<tr>
<td>1.2 Other - Name of Lending Institution</td>
<td></td>
</tr>
<tr>
<td>1.3 Other - Name of Lending Institution</td>
<td></td>
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<tr>
<td><strong>Total Loans</strong></td>
<td><strong>$ -</strong></td>
</tr>
<tr>
<td>2 Unpaid Accounts</td>
<td></td>
</tr>
<tr>
<td>2.1 Supplier invoices</td>
<td></td>
</tr>
<tr>
<td>2.2 Unreceived Purchase Orders</td>
<td></td>
</tr>
<tr>
<td><strong>Total Unpaid Accounts</strong></td>
<td><strong>$ -</strong></td>
</tr>
<tr>
<td><strong>TOTAL COMMITMENTS</strong></td>
<td><strong>$ -</strong></td>
</tr>
<tr>
<td><strong>TOTAL UNCOMMITTED FUNDS (Total Cash Investments less Total Commitments)</strong></td>
<td><strong>$ 25,420.62</strong></td>
</tr>
</tbody>
</table>

**PRESCHOOL FEES**

| Fee Charged Per Term | 80 |
| Outstanding Fees | 80 |

**FUNDED OCCASIONAL CARE FEES**

| Occasional Care Fees Collected |  |
| Occasional Care Fees Forwarded To DECD |  |

**RURAL CARE FEES**

| Rural Care Fees Collected |  |
| Rural Care Fees Forwarded To DECD |  |

I certify that the above statement is a true and accurate reflection of the Preschool financial position and performance as at 31 December 2013.

**DIRECTOR:**

Asha Crozier

**GOVERNING COUNCIL CHAIRPERSON:**

T. Hedges

Please return to: Site Financial Policy by 28th February 2014

Email: DECDsitefinancialpolicy@sa.gov.au
Conclusion

2013 proved to be an incredibly rewarding year for our service. Seeing the service grow to be a well utilised and respected service within the community has been wonderful. It is credit to the amazingly supportive Governing Council and Management Committee, fabulous and professional staff, wonderful families and great community of which we are incredibly fortunate to be part of.