# PLAYCENTRE ANNUAL PLAN OVERVIEW

WHAT IS AN ANNUAL PLAN?

As a licensed early childhood centre every Playcentre is required to have an annual plan [GMA8]. The Ministry of Education [MOE] describe an annual plan as ‘identifying 'who', 'what', and 'when' in relation to key tasks undertaken each year and how key tasks will have regard will have regard to the Statement of National Education and Learning Priorities [NELP].’

For more information, visit the MOE website ‘Licensing criteria for centre-based ECE services’ [here](https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/governance-management-and-administration/planning-and-documentation/gma8-annual-plan/)

WHY HAVE AN ANNUAL PLAN?

[MOE:](https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/governance-management-and-administration/planning-and-documentation/gma8-annual-plan/) ‘An annual plan is part of good business practice and will show the Ministry of Education how the service intends to ensure ongoing compliance with all regulatory requirements and criteria.’

GUIDANCE FOR CENTRES

The example provided here provide a starting point to show how centres can meet (or exceed) the requirement. Centres should add local events and centre specific priorities to this plan as well as who will do them. Centres may choose to use other approaches better suited to their needs as long as they comply with the criteria. The annual plan describes what the service will do in the next 12 months. The annual plan should be:

* created in consultation with all centre whānau so that the teaching and learning needs of the children can be met
* developed at the same time as the annual budget
* reviewed regularly at centre business meetings.

Having regard for the NELP means being able to demonstrate in the documented annual plan how relevant key tasks e.g. curriculum review or policy review align with the objectives of the NELP. Centres will need to ensure those involved in the creation of the annual plan are familiar with priorities 1-6 of the NELP. The first 3 objectives are relevant to ECE.

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| OBJECTIVE 1: LEARNERS AT THE CENTRE |
| Priority 1 | Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying |
| Priority 2 | Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures |
| OBJECTIVE 2: BARRIER-FREE ACCESS |
| Priority 3 | Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs |
| Priority 4 | Ensure every learner/ ākonga gains sound foundation skills, including language, literacy and numeracy  |
| OBJECTIVE 3: QUALITY TEACHING AND LEADERSHIP |
| Priority 5 | Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning |
| Priority 6 | Develop staff to strengthen teaching, leadership and learner support capability across the education workforce |

The full document and further explanation is available here: [The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy (TES)](https://www.education.govt.nz/our-work/overall-strategies-and-policies/the-statement-of-national-education-and-learning-priorities-nelp-and-the-tertiary-education-strategy-tes/)

The NELP underpin all actions we take in Playcentre as we strive for equity and quality.  Centres should

* use the NELP to select internal evaluation topics and/or use the NELP to research ideas and make decisions about best practice during the internal evaluation cycle
* use the NELP to guide decisions about centre practices, allocation of resources and teaching practices.

STRATEGIC PLANS

In addition to the required annual plan, centres may also have a strategic plan.

Strategic plans are not a licensing requirement. However, having a plan that looks beyond ‘this year’ to the medium or long term can be very helpful for a centre. Strategic planning enables a service to determine its direction and what it hopes to achieve in the future.

Strategic plans are best developed in consultation with all centre whānau and other relevant stakeholders and needs to be reviewed regularly and progress recorded.

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THIS GUIDE

STGIC PL

This contains documents for your annual plan:

* A one-page overview with the key tasks displayed month by month
* A five-page document with key tasks displayed in areas of responsibility.

Your centre should use these documents as a base to build on by adding in other local events and tasks. For example: A local fundraiser, taking down the shade sail etc. You also need to name who will be responsible for each task.

This is a living document and some of the items in it can be moved if needed to best meet the needs of your centre. For example: You may review a procedure after a query and then not need to review it again at the later date.

As the year progresses, the person named as responsible for the task should initial it as completed.

# MONTHLY PLAYCENTRE ANNUAL PLAN 2024-2025 [CALENDAR VIEW]

2023-2024

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

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| **Daily tasks** | **Weekly tasks** | **Monthly tasks** | **Termly tasks** |
| * Health & Safety Check
* Parents sign in and out
* Ensure supervision requirements are met
* Ensure a first aider is present
* If on a trip complete relevant forms
* End of session evaluations
 | * Documenting learning experiences and

outcomes for tamariki (e.g. learning stories, magic moments, photos) and plan for future learning | * Reconcile bank accounts, present financial documents and approve payments
* Review hazard checks, incident & illness records and plan to remedy issues
* Print, sign (all parents) and file attendance attestation pages
* Centre Business hui (minimum 2 per term)
* Complete Building Warrant of Fitness checks if required
 | * Separate fire, earthquake and shelter in place drills (3 monthly)
* Curriculum Planning e.g. curriculum design cycle; notice, recognise and respond
* Investigate available grants in regions
* Centre working bee
* Review medicine records and reconfirm any health plans (eg for allergies)
* Review and signing of Hazard and Risk Register
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MONTHLY TASKS *Remember to add ’who’ will do these tasks in your centre on the responsibilities view of the plan*

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| **SEPTEMBER 2024** | OCTOBER 2024 | NOVEMBER 2024 | DECEMBER 2024 |
| * Adult Learners Week 2nd – 8th
* Te Wiki o Te Reo Māori 14th-21st
* Complete annual Finance Questionnaire
* Provide Equity Reporting information to Finance
* Smoke alarms test and clean
* Supervision Plan T4
* Bark & sand top-up if needed
 | * Grandparents’ Day 6th
* Hold AGM September or October
* Refresh onsite First Aid Kit
* Check and clean shade sails
 | * Officeholders list to region & Charities
* Officeholder Support meetings/Cluster
* Supervision Plan T1
* Refresh Excursion First Aid Kit
* Notifiable fire drill term 4
* National AGM
* Bulk funding received by centre
* Apply for Playgroup funding before Dec 31st
 | * Bulk funding received by centre
* Arrange for floors cleaning during break
* Bark and sand top up if needed.
* Last day of term – Wednesday 18th
* Enjoy the summer holidays!
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| **JANUARY 2025** | **FEBRUARY 2025** | **MARCH 2025** | **APRIL 2025** |
| * Wash building, roof, gutters and downpipes
* Carpets/rugs commercially cleaned
* Vinyl floors polished (if applicable)
* Set up centre for coming year
* First day of term - Monday 27th
 | * Waitangi Day 6th
* Refresh Civil Defence Kit
* Service heat pumps
* Bark top up if needed
 | * Playcentre Open Week 3rd – 7th
* Children’s Day 2nd
* Supervision Plan for T2
* Plan major internal evaluation topic
* Smoke alarms test and clean
* Bulk funding received by centre
 | * Refresh on-site First Aid Kit
* Notifiable fire drill term 2
* Bulk funding received by centre
* Outdoor surfaces - check and action for moss & mould removal, & need of anti-slip protection
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| **MAY 2025** | JUNE 2025 | JULY 2025 | AUGUST 2025 |
| * NZ Sign Language Week 5th – 11th
* Refresh Excursion first aid kit
* Cluster meeting
* Electrical tag & test for items that can be unplugged (every 2-5 years)
* Apply for Playgroup funding before 30 June
 | * National Volunteers Week 15th – 21st
* Supervision Plan T3
* Matariki Friday 20th
* Tangata Tiriti Hui
* Hui ā-tau Māori
* Bark & sand top-up if needed
 | * Advertise officeholder roles within centre and seek nominations
* Review of emergency plan
* Prepare annual plan and draft budget for 2025-2026
* Bulk funding received by centre
 | * Messy Play Week 18th – 22nd
* Finalise annual plan and budget including property requirements & projects
* Ensure Xero up to date
* Set Annual Meeting date.
* Refresh Civil Defence Kit
* Cluster meeting
* Bulk funding received by centre
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# PLAYCENTRE ANNUAL PLAN 2024-2025 [RESPONSIBILITIES VIEW]

**\*** Links to the objectives of the [Statement of National Education and Learning Priorities (NELP)](https://assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-NELP-2020.pdf)

These actions demonstrate commitment to the NELP objectives relevant to the ECE sector:

**1. Learners at the Centre.** Learners with their whānau are at the centre of education

**2. Barrier Free Access.** Great education opportunities and outcomes are within reach for every learner

**3.**  **Quality Teaching and Leadership**. Quality teaching and leadership make the difference for learners and their whānau

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **GOVERNANCE AND LEADERSHIP NELP Objective focus - Learners at the centre. Learners with their whānau are at the centre of education**  |
|  |  | Ratify at AGM* Philosophy Practice statement
* Fee schedule
* Annual Budget
* Annual & Strategic plans
 |  | Review progress against annual and strategic plans |  |  | Review progress against annual and strategic plans |  | Review progress against annual and strategic plansReviewphilosophystatement | Developstrategic focusfor 2024-2025 | Write strategicplan (if centre chooses to do so) inclusiveof practices inline with theNELP |
|  |
| ***Strategic*** |
| ***evaluation***  |
| ***\* NELP 1 & 3*** |
|  |
| ***Who:*** |
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| ***Regular evaluation****Health and safety procedure refreshers are throughout the year due to the large number****\*NELP 1******Who:*** | Policy / procedure review:- Employment Health and Safety Refreshers:- Emergency planning procedure- Fire and evacuation planning | Policy / procedure review:- Finance Health and Safety Refreshers:- Earthquake procedure- Sheltering in place procedure | Policy / procedure review:- Information Term 4 Assurance check [CA]  |  | Policy / procedure review:- Child ProtectionTerm 1 Assurance check [CA] | Policy / procedure review:- Code of conductHealth and Safety Refreshers:- Laundering procedure- Nappy changing and disposal Procedure | Policy / procedure review:- Curriculum and Assessment Health and Safety Refreshers:- Sleeping children procedure- Injury, illness, incident or near miss procedure | Policy / procedure review:- Complaints resolution Health and Safety Refreshers:- Child washdown procedure- Sick child isolation procedure  | Policy / procedure review:- Health and SafetyHealth and Safety Refreshers:- Medicine administration procedure- Hazard and risk management procedure | Review centre fee scheduleTerm 2 [CA]Assurance check  | Policy / procedure review:- Positive GuidanceTerm 3 Assurance check [CA]Health and Safety Refreshers:- Excursions procedure- Food and drink procedure |
| ***Local meetings and training \*NELP 1 Who:*** | CentrePrepare officeholder reports for AGM | Centre AGM (can be September) | CentreCluster | Centre | Centre | Centre Cluster | Centre | Centre Cluster | Centre | Centre | CentreSet AGM date, & advertise |
|  |  |  |  |  |  |  |  |  |  |  | Cluster |

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| ***Cooperative management*** ***\*NELP 1******Who:*** |  | Office holder transition/hand over – support people in newroles | Office bearer training |  |   Review Code of  Conduct in a  Centre Business  meeting |  |  |  |  | Advertise centre office holder roles | Empower individuals into office holder roles |
|  | Office bearer training |  |  |
| ***National meetings \*NELP3*** |  |  | National AGM |  |  |  |  |  | Hui-ā-tau Tangata Tiriti Hui |  |  |
| ***Who:*** |  |  |  |  |

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **FINANCE** |
|  ***MoE*** ***\*NELP 1 & 2******Who:*** |  |  | Bulk Funding paid to centres. |  |  | Bulk Funding paid to centres. |  |  |  | Bulk Funding paid to centres. |  |
| ***Centre accounts*** ***\*NELP 2******Who:*** | Monthly reconciliation, and approval at next centre meeting | Accounts reconciled, presented for approval at AGM | Monthly reconciliation of accounts in Xero, and approval at next centre meeting |
| ***External Reporting \*NELP 2******Who:*** | GST due monthly – if registered |
| Prepare EOY accounts for centre AGMComplete Finance Questionnaire and provide bank statements for auditors.Provide Equity reporting information to Finance to collate for MoE and report outcomes to AGM. |  |  |  |  |  |  |  | Prepare draft budget | Finalise property requirements and projects for the budget for the coming year | Finalise BudgetEnsure Xero Reconciliation up to date |

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **COMMUNICATIONS** |
| ***Contact lists, social media and noticeboard******\*NELP 1******Who:*** | Refresh noticeboards | Create social media plan for coming year | Update contact lists & send to Regional OfficeCheck Charities website is updated. |  | Refresh & update website/ social media | Refresh & update contact lists | Refresh noticeboards |  |  | Advertise office holder roles at centre |  |
| ***Playcentre Bulletins \*NELP 1*** | Playcentre Bulletin. Monday of the 3rd full week of each month, except where this clashes with school holidays.  |
| **PROMOTIONS** |
| ***Community Events.*** ***Raise awareness) \*NELP 1 & 2*** | Te Wiki o Te Reo Māori 14th – 21stAdult Learners Week 2nd-8th  | Grandparents’ Day 6th  |  | End of year eventsLast day of term. 18th  | Waitangi Day 6th  | Playcentre open week 3rd - 7th Children’s Day 2nd  | ANZAC Day 25th  | NZSL Week 5th - 11th  | Matariki 20th National Volunteers Week 15th – 21st  |  | Messy Play Week18th – 22nd  |
| **TEACHING AND LEARNING** |
| ***Supervision******\*NELP 3******Who:*** | Review quals & send Supervision Plan for Term 4 for approval |  | Review quals & send Supervision Plan for Term 1 for approval |  |  | Review quals & send Supervision Plan for Term 2 for approval |  |  | Review quals & send Supervision Plan for Term 3 for approval |  |  |
| ***Regular evaluation: equipment audit and curriculum*** ***\*NELP 2 & 3******Who:*** |  Movement &  Sound, Paint | Playdough, Sand, Water | Carpentry, Clay, Collage, Te Ao Māori Choose a focus for learning priorities for the year. | Blocks, Construction, Exploratory, Family, Finger paint | Infants & Toddlers, Manipulative.Review learning priorities. |
| ***Strategic evaluation: Curriculum (Internal evaluation)******\*NELP2 & 3******Who:*** |  | Finalise your strategic internal evaluation Curriculum review: Monitoring and evaluating impact and celebrating | Start your strategic internal evaluation. Curriculum review: Noticing, investigating, collaborative sense making | Continue your strategic internal evaluation Curriculum review: Prioritising to take action | Continue your strategic internal evaluation.Curriculum review: Taking action |

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| ***Adult Education & Learning \*NELP 3******Who:*** | iQualify groups start 1stRequest T4 workshops | iQualify groups start 1st | iQualify groups start 1st | Request T1 workshops | iQualify groups start 1st | iQualify groups start 1stRequest T2 workshops | iQualify groups start 1st | iQualify groups start 1st | iQualify groups start 1stRequest T3 workshops | iQualify groups start 1st | iQualify groups start 1st |
| **HEALTH AND SAFETY** |
| ***First Aid*** ***\*NELP 1******Who:******(Initial when each task is completed)*** |  | On-site Kit refresh | Excursion Kit refresh |  | Civil Defence Kit refresh (food, water, batteries etc.) |  | On-site Kit refresh | Excursion Kit refresh |  |  | Civil Defence Kit refresh (food, water, batteries etc.) |
| ***Fire, Earthquake and Shelter in Place \*NELP 1******Who:*** | EarthquakeReview at Centre business meeting | Shelter in placeReview at Centre business meeting | Fire – notified to fire serviceReview at Centre business meeting | EarthquakeReview at Centre business meeting | FireReview at Centre business meeting | EarthquakeReview at Centre business meeting | Fire – notified to fire serviceReview at Centre business meeting | Shelter in placeReview at Centre business meeting | EarthquakeReview at Centre business meeting | FireReview at Centre business meeting | Shelter in placeReview at entre business meeting |
| ***Hazard, accident, illness, incident and near miss register*** ***\*NELP 1******Who:*** | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting | Review at each Centre business meeting |
| ***Medicine records and health plans******\*NELP 1******Who:*** |  | Review medicine records and reconfirm any health plans (eg for allergies) |  |  | Review medicine records and reconfirm any health plans (eg for allergies) |  |  | Review medicine records and reconfirm any health plans (eg for allergies) |  |  | Review medicine records and reconfirm any health plans (eg for allergies) |

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| **2024-2025** | **September** | **October** | **November** | **December** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
| **PROPERTY** |
| ***Building WOF Checks******\*NELP 1******Who:*** | Complete at beginning or end of each month.  |
| ***Safety audits******\*NELP 1******Who:*** | Top up soft-fall & sand if needed Smoke Alarm test & clean |  |  | Top up soft-fall & sand if needed  | Top up soft-fall & sand if needed  | Smoke Alarm test & clean |  | Outdoor surfaces – treatment of moss/mould and lichen if needed | Top up soft-fall & sand if needed  |  |  |
| ***Maintenance******\*NELP 1******Who:*** | Clean heat pump filters | Centre Working Bee: * weeding & pruning in spring/summer,
* spraying in school holidays

Check condition of, and clean shade sails  | Schedule for Dec-Jan holidays:Centre Working Bee: weeding, pruning, spraying Wash down of building, roof, gutters, spouting, sheds, fences, play equipment NB contractor required for height over 1.8m. Centres on tank water - disconnect guttering prior to cleaning. Reconnect after some rainfall. Floor cleaning: * Carpets/rugs commercially cleaned
* Vinyl floors polished (if applicable)
 | Service heat pumps  |  | Centre Working Bee: * weeding & pruning in spring/summer,
* spraying in school holidays

Outdoor surfaces: check and action for moss & mould removal, & need of anti-slip protection | Electrical tag & testing for items that can be unplugged (recommended every 2- 5 years, vacuums every 6 months) Clean heat pump filters |  | Centre Working Bee: * weeding & pruning in spring/summer,
* spraying in school holidays

Clean heat pump filters |  |
| ***Property Checks*** | * Playground inspection by Playsafe (every 2 years)
* Whole of premises check by Regional Property Manager (every two years)
* BWOF inspection (where required)
 |