

Shaping Every Child's Future

DIRECTOR'S REPORT

Clinton J. Isle

Quality education and care shapes every child's future and lays the foundation for lifelong development and learning. The early years of our children are critical for establishing self-esteem, resilience, healthy growth and capacity to learn.

Coogee Care Centre provides a vital service to the children and families of our community, and to support quality education and care, we:

- Have high educator to child ratios, ensuring children have greater individual care and attention
- Have educators with increased skills and qualifications
- Support children's learning and development through the adoption of the My Time Our Place learning framework and a comprehensive Inclusion Support Program
- Structure our team on the National Quality Standard (NQS) and its 7 Quality Areas.

For this report, our Quality Area Leaders have detailed the achievements in their areas in 2017, and what they're focusing on in 2018.

QA1: Educational Program and Practice

Penny Ryan

Educational Leader, Area Leader

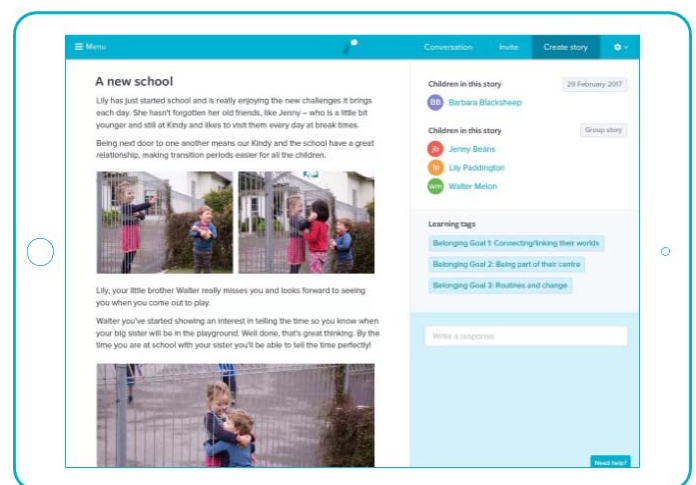
Area Goal: A play and leisure focused program supports children's learning, development and wellbeing

At Coogee Care we aim to nurture the development of life skills and complement children's experiences, opportunities and relationships at school, at home and in the community.

In 2017 we have:

Captured and shared learning as it happens

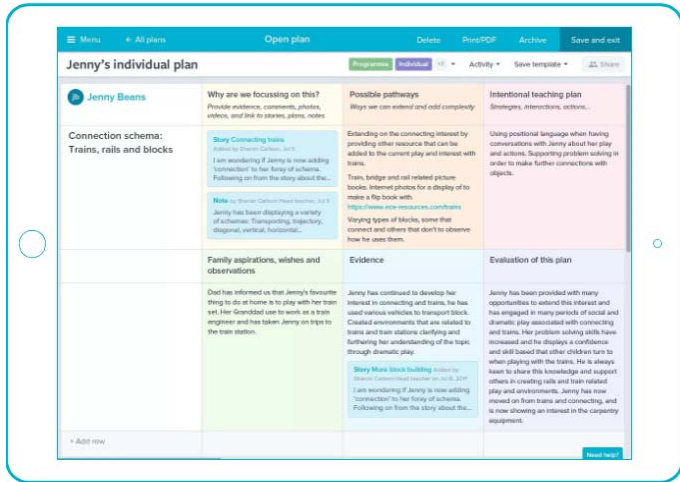
Using the **StoryPark** platform, we create and share stories about children's experiences. Families can follow and contribute to activities that occurred for their child earlier in the day, extending their learning.



QA2: Children's Health and Safety

Introduced Planning Templates

Planning templates link documentation together, provide evidence of our programming cycle and give an overview for each child. Using the StoryPark platform, we can create group plans, individual child plans, planning cycles and Quality Improvement Plan self assessments.



Harrison Brown-Swinbourne Area Leader

Area Goal: Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing.

In 2017 we have:

Upgraded Softfall in Centenary Playground

We've topped up the rubber softfall under the Centenary Playground monkey bars to reduce the impact of falls.

Installed Rapid Access Medical Panels

For the display, storage and rapid access of medicines, including medicines for the treatment of anaphylaxis.

Upgraded first aid resources

Responding to feedback from the Assessment and Rating, we upgraded and increased the first aid resources available at the centre and on excursions.

Outcomes for 2018:

- Upgrade kitchen facilities to support the increased utilisation and capacity of the centre.
- Replace aging refrigerator with a high capacity, tropical-grade unit.
- Acquire Food Safety Certification for relevant educators.
- Install an Automatic External Defibrillator (AED) onsite for use by Coogee Care and Coogee Public School.
- Offer free vaccinations to all Coogee Care and Coogee Public staff.
- Provide ongoing healthy lifestyle information to our community.

ASC incursions, VC incursions and excursions

The 2017 budget allowed for a broader range of Vacation Care incursions and incursions and the introduction of incursions for After School Care.

iPads & OSMO

The 2017 budget allowed for the purchase of iPads to support additional experiences for children around collaboration, creation and thinking critically.



Outcomes for 2018:

- Homework Hub – provide additional space and educators for children to do their homework while at After School Care.
- Increase educator evaluations and reflections to provide a stronger cycle of learning.

QA3: Physical Environment

Nic Andrews
Area Leader

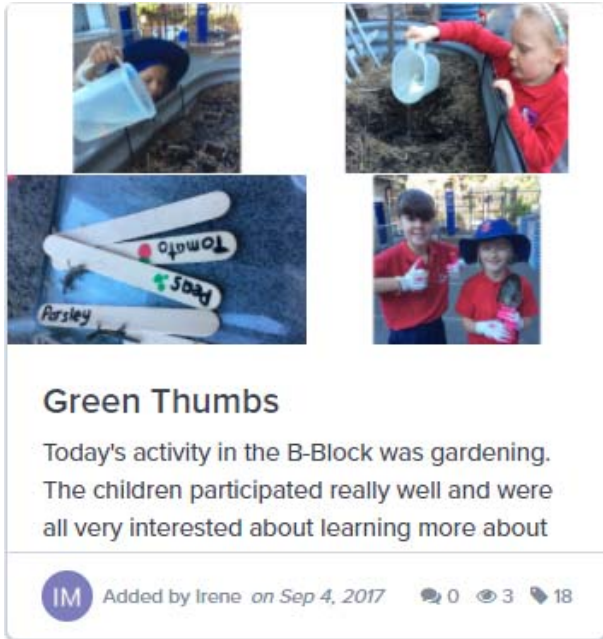
Area Goal: The physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development, and sustainability.

In 2017 we have:

Introduced Sustainability Team

The team sets long term projects and sees them through to completion, and ensures sustainable practices are embedded in the program.

For example, we have three vegetable garden beds outside the centre. Its been good to see children showing interest in the care and maintenance of the gardens and to see some of the produce used in the cooking at Coogee Care.



Upgraded Centre Furniture

Different-sized tables and chairs have allowed for inclusive and collaborative learning spaces.

Introduced Trading Days

On Trading Days children bring unwanted or outgrown toys to trade with others. This reduces unnecessary waste and encourages children to think about re-using and recycling.

Left-over toys are donated to a Christmas Toy Drive.



Outcomes for 2018:

- Provide additional supervised homework space for After School Care.
- Work with external organisations to minimise and recycle every form of waste the Centre produces.
- Increase the use of reusable and recycled materials in the Centre's programming.



QA4: Staffing Arrangements

Jenny Collins

Educational Leader and Area Leader

Area Focus: Qualified and experienced educators, who develop warm, respectful relationships with children, create predictable environments and encourage children's active engagement in the learning program.

In 2017 we have:

Increased Professional Development

Professional development funding increased 41% in 2017 to \$11,586.

Educators undertook professional development in a range of areas:

- Emotionally Intelligent Leadership
- Managing People Performance
- Leadership of Teams

- Positive Strategies for Supporting Children with Autism
- Workplace Health and Safety
- Managing Challenging Behaviours
- Workflow and Time Management
- Measuring Outcomes for Success
- Cultural Intelligence
- Kidsmatter Children's Mental Health Framework

Educators share what they learn at Educator Meetings and on StoryPark.

One educator began a traineeship at the centre, gaining skills and experience during practical, on-the-job training and working towards a nationally recognised qualification - the Certificate IV in School Age Education and Care.

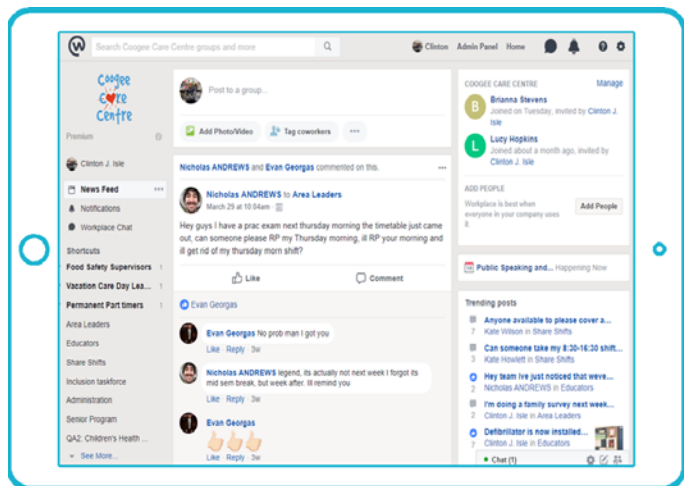
The screenshot displays a community post feed on StoryPark. It features three posts:

- Post 1:** A community post added by Nic Andrews in Coogee Care Centre on N... The text reads: "Kate and I recently attended a CELA professional development day structured around 'Positive Strategies For Supporting Children With Autism'. At Coogee Care Centre we cater to children of different support needs and we pride ourselves on our Inclusion Support Team which is headed up by Kate, our...". Below the text is a "Write a comment..." input field.
- Post 2:** A community post added by Nic Andrews in Coogee Care Centre on S... The text reads: "Harrison and I attended a professional development at CCWT for 'Leadership of Teams'. It was an extremely insightful two day course that delved deeply into effective ways to empower employees through proper leadership structures. It was interesting to see where our Centre excelled and where we...". Below the text is a "Write a comment..." input field.
- Post 3:** A community post added by Clinton J. Isle in Coogee Care Centre on ... The post includes a profile picture of Clinton J. Isle and a photograph of a classroom or office setting with colorful decorations and educational materials.

Embedded Workplace by Facebook for Team Communication

Coogee Care is one of the first organisations in Australia to adopt **Workplace by Facebook**. Workplace is an online team collaboration tool using familiar Facebook features to share ideas, brainstorm and achieve more together.

Since launching, our 'Workplace' has grown to 16 active projects and groups, around topics such as food safety, inclusion and behaviour support, sustainability, administration and shift swaps.

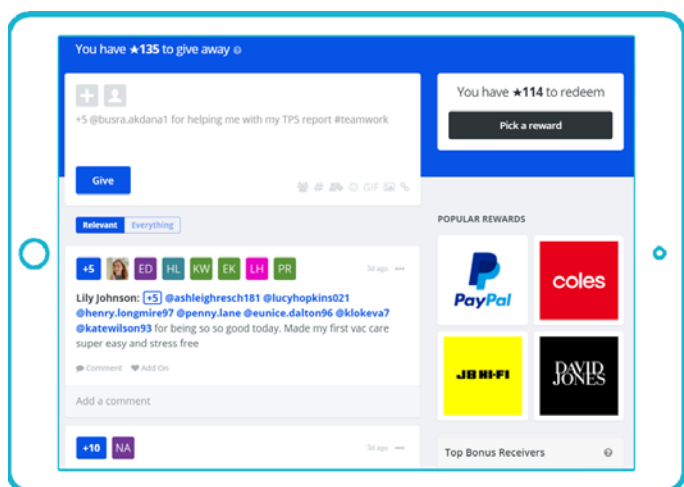


Outcomes for 2018:

- Adopt **Kidsmatter** health and wellbeing framework. Kidsmatter supports the mental health and wellbeing of young children, their families and educators using a promotion, prevention and early intervention framework.
- Employ a full time administrator to support the administrative needs of the centre.
- Train and certify relevant staff members in Food Safety.
- Provide greater depth to the Area Leader leadership team – have more educators involved in Quality Areas to broaden team knowledge and improve succession planning.

Embedded Reward-Based Peer-to-Peer Recognition

We've adopted **Bonusly**, a recognition and rewards social media platform that lets our team recognise and reward each other in a fun and meaningful ways. Everyone can publicly recognise everyone else by giving small bonuses that add up to meaningful rewards.



QA5: Relationships with Children

Kate Wilson
Area Leader

Area Focus: Relationships with children are responsive, respectful and promote children's sense of security and belonging.

In 2017 we have:

Secured Inclusion Support Funding

The Australian Government Inclusion Support Program assists us to build our capacity and capability to include children with additional needs and provide them with an opportunity to learn and develop alongside their typically developing peers.

The service received Inclusion Support Funding of \$14,375 in 2017. These funds were used to provide additional face-to-face educators to support all children in to be included in the program.

A dedicated Inclusion Support Team meets regularly to create individual inclusion support plans and implement inclusion support strategies.

Introduced Positive Behaviour for Learning (PBL)

We have adopted the same behaviour framework as Coogee Public School. This enables us to provide a consistent approach to support positive behaviour, while allowing for the unique environment of Coogee Care.

Outcomes for 2018:

- Implementing a goal based system using StoryPark as our platform. This will provide direction for our inclusion team as well as providing a communication pathway between educators and parents. Goals will be established through collaborating with children, staff, parents and relevant professionals.
- Continue the adoption of PBL to deliver consistent responses to child learning and behaviour.

QA6: Collaborative Partnerships with Families and Communities

Evan Georgas
Area Leader

Area Focus: Collaborative relationships with families are fundamental to achieving quality outcomes for children, and community partnerships based on active communication, consultation and collaboration are essential.

In 2017 we have:

Introduced Orientation Day

At Orientation Day new families met educators, shared morning tea and learnt how to successfully transition to the centre.

Coogee Care Centre

10.30am

Wednesday, 25 Jan 2017

at Coogee Public School

ORIENTATION DAY
For new families!

Meet the educators and tour the centre!

Starting Coogee Care Centre in 2017? Come along to our Orientation Day morning tea, meet the educators and find out everything you need to know for a successful transition to the centre!

RSVP
admin@coogeeccarecentre.org.au

MEET THE TEAM

EAT FOOD

TOUR THE CENTRE

Increased use of online platforms

We increased the use of online tools to engage with families.

- StoryPark – for sharing children’s experiences in real time
- Instagram – sharing children’s artwork
- Mailchimp – for email campaigns
- Typeform – for family feedback and bookings
- Eventbrite – for event bookings
- Facebook – for sharing programs and menus, and for family feedback.



Reception Workspace

We formalised the family ‘sign in sign out’ area with a customised split reception desk which provides screen privacy and space for notices and rolls.

Fundraising

We held an Art Show where we displayed some of the children’s art that they had made at After School Care. We raised money for the Sydney Children’s Hospital at Randwick to help improve sick children’s daily lives.

We also did a toiletries drive with the parents to donate to Lou’s Place, a women’s refuge in Kings Cross. The children got involved by decorating the bags they were packed in, and writing messages wishing them well.

Outcomes for 2018:

- Hold a ‘Welcome to Coogee Care’ family event
- Support CPS and P&C to install Kindy play space in COLA
- Update website for easier navigation and information access

QA7: Governance and Leadership

Clinton J. Isle
Director, Area Leader

Area Focus: Effective leadership and governance of the service contributes to quality environments for children’s learning and development. Effective leaders establish shared values for the service and set clear direction for the service’s continuous improvement.

In 2017 we have:

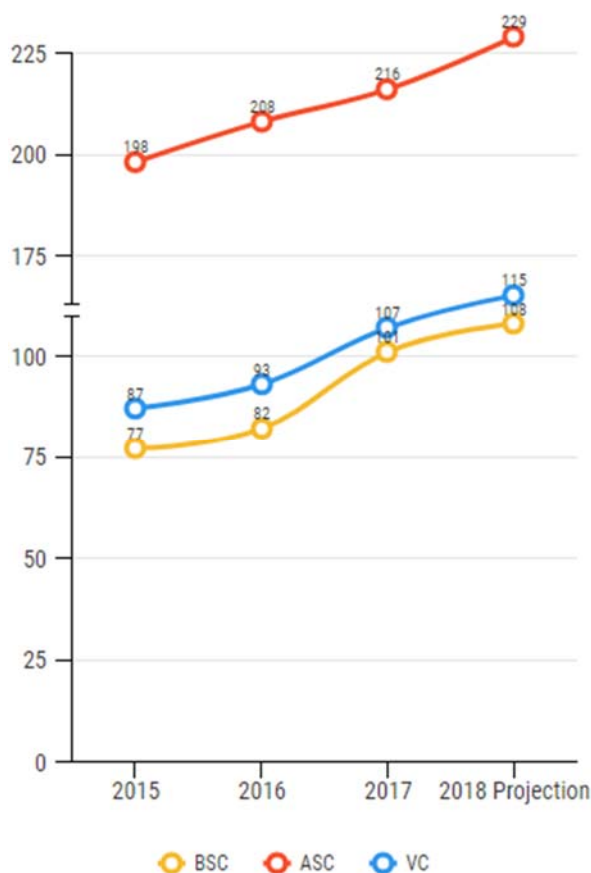
Increased Bookings & Utilization

The centre continues to experience high demand and high wait lists. An indicator of success is how well we utilise our available licensed places.

Over 2016 and 2017 we’ve continued to develop systems and processes to provide the maximum available places to our community. Average bookings and utilisation have increased each year and utilisation in 2017 was near 100%.

A key outcome for 2018 will be to work with the CPS leadership to license additional indoor space and increase our available licensed places.

Coogee Care Centre
Average Bookings Per Year



Updated Quality Improvement Plan, Philosophy, Administration and Programming policy sets

Our Quality Improvement Plan and policy sets are 'living-breathing' documents, which are reviewed and updated on a regular basis.

In 2017 we updated our Quality Improvement Plan. This is the first revision since Assessment and Rating earlier in the year and reflects the revised National Quality Standard.

Through consultation with stake holders, we also updated the Centre's Philosophy, Administration and Programming policy sets.

Hardware and Software Upgrades

To support the administrative requirements of a high quality education and care service:

- All educator computers were replaced with All-In-One PCs and Surface Pros. These plug and play solutions save space, have no cable clutter, and makes our workspaces aesthetically pleasing and better utilised.
- We transitioned from hybrid OS/Windows platforms to 100% Windows.
- Migrated centre emails and software to Microsoft Office 365 Business Premium with non-profit pricing.

Changed Bookkeepers

In July we contracted MBC Partners to provide bookkeeping and accounting services to the centre. This change has:

- Implemented a cloud-based platform, making reports and financial information available to committee and educators in real time
- Bookkeeping is now 100% paperless
- Reduced accounting expenses by 82%

Renewed OSHC Licence Agreement

The OSHC License Agreement between Coogee Care And CPS was renewed until January 2020.

Outcomes for 2018:

- Transition the service and families to the new Child Care Package. In July the Child Care Subsidy replaces the existing Child Care Benefit and Child Care Rebate. A key element of the child care package is a new child care IT system which provides a new interface for child care services.
- Work with the CPS leadership to license additional indoor space and increase our available licensed places.
- Work with the CPS leadership to access the NSW Government Before and After School Care fund to help deliver additional OSHC places.
- Update Quality Improvement Plan, and Staffing and Health and Safety policy sets.

Thanks!

I'd like to thank each member of the educator team for their commitment to Coogee Care Centre. Each of you bring something unique to the Centre and our team and it's thanks to your dedication the Centre has a great reputation.

I'd like to particularly acknowledge the passion, creativity and positive mindset of our Area Leaders. 2017 was a busy post-Assessment and Rating year and I appreciate the way you've taken to the NQF and handled the many changes. You are what make the Centre work and I look forward to taking your ideas into 2018.

With all of our stakeholders – the committee, the school, our community, our families, and most importantly, our children – we seek to maintain cooperative, collaborative relationships.

Many thanks to the staff of Coogee Public School and in particular Matt and Di for always being available to Jen and myself for discussions, advice and support. Many of the centre's achievements in 2017 can be attributed to the productive relationship we have with the school. Enjoy your flu vaccinations!

Thanks to the Committee, and in particular the members that have regularly attended the monthly meetings. I've enjoyed working with you, and our meetings are always constructive, open and fun.