

Benefits of Community Managed Education and Care

DIRECTOR'S REPORT

Clinton J. Isle

Research shows that community-owned Education and Care services are delivering some of the [highest quality services in Australia](#). High quality Education and Care has been linked to better social, cognitive and language development outcomes for children, and better health, education and employment outcomes later in life.

Coogee Care Centre is owned by families and operated by a volunteer parent committee. We run on a not-for-profit, break-even basis, with operating surpluses directed back in to service improvements.

Our achievements in 2018, and our plans for 2019, are focused on fostering children's development, supporting families, and building our community. They are the result of families making the decisions that affect the care and education of their children.



QA1: Educational Program and Practice

Area Leaders: Penny Ryan, Jenny Collins

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 2018 we have:

- **Implemented an ongoing cycle of planning, documenting and evaluating children's learning.** This underpins the educational program and involves educators in critically thinking about what is obtainable and why.
- **Used [Storypark](#) to document children's experiences,** making learning visible to educators and families and promoting shared learning and collaboration.
- **Initiated many collaborative experiences with our community,** including fundraising, a greater range of VC and ASC incursions and excursions, and support of local events.

Outcomes for 2019:

- **Improve the cycle of learning.** We will continue to document and evaluate our cycle of planning, ensuring it is always evident. We aim to improve opportunities for families and children to provide feedback about the our programs.
- **Empower children to take a leading role** in planning and delivering the program and organising routines.

QA2: Children's Health and Safety

Area Leaders: Isabella Hardwick, Ruby Dobra-Cuthbert

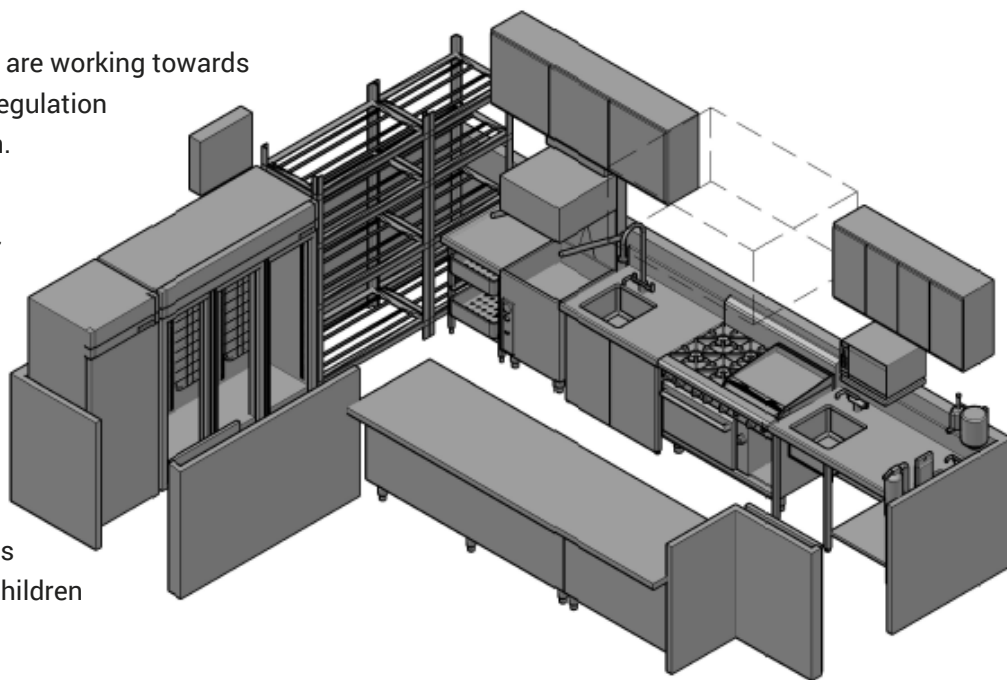
Area Goal: Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing.

In 2018 we have:

- Replaced our aging refrigerator with a **high capacity, tropical-grade unit**.
- **Became a [Cancer Council Sunsmart](#) organisation.** Our SunSmart membership means we have committed to implementing a best-practice sun protection policy and helping children and staff to develop good habits for life.
- **Acquired Food Safety Certification for relevant educators.** Clinton, Jenny, Sarah, Gloria and Irene gained Food Safety Certification.
- **Installed an Automatic External Defibrillator (AED)** in the hall for use by Coogee Care and Coogee Public School
- **Provided free vaccinations to all Coogee Care and Coogee Public staff.** Being vaccinated is the most effective way to help the body strengthen its immunity against infection and prevent contracting the influenza virus and passing it on to others.

Outcomes for 2019:

- **Upgrade kitchen facilities.** We are working towards installing a professional and regulation compliant commercial kitchen.
- **Employ Full Time Equivalent Food Supervisor(s)** to monitor and control all handling, preparing and storing of food.
- **Collate and categorise injury & illness records** to see where, why and how children are injured or ill. This allows us to put measures in place to reduce the risk of children getting hurt or ill.



QA3: Physical Environment

Area Leader: Harrison Brown-Swinbourne

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 2018 we have:

- **Increased the use donated, reusable and recycled materials** in the Centre's programming. We've also connected with [Terracycle](#) to recycle oral care waste
- **Provided supervised homework space for After School Care.** Using additional licensed space, we now provide additional space and educators for children to do their homework while at After School Care.

Outcomes for 2019:

- **Continue to work with external organisations** to minimise and recycle every form of waste the Centre produces.
- **Dedicate portion of centre environment to educators** as a communication hub.

QA5: Relationships with Children

Area Leaders: Kate Wilson and Nic Andrews

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

In 2018 we have:

- We introduced a **Child Safe Risk Management Strategy** and completed risk assessments on the kinds of harm a child can be exposed to within and Education and Care setting. We have been able to identify how these risks could occur and pre-emptively safeguard against these situations to provide the safest care possible.
- **Created and Implemented a Reconciliation Action Plan.** We recognise and value the cultural histories and traditions of Aboriginal and Torres Strait Islander peoples. Reconciliation to us, is the acknowledgment and acceptance of responsibility and realising our part in providing equal and equitable opportunities moving forward. Read our [RAP for information on our 14 RAP Actions](#).
- **Collated and categorised behaviour reports** to see where, why and how children are needing behaviour support as well as patterns of behaviour in the centre. This allows us to provide additional supervision and educator training.

Outcomes for 2019:

- **Implement mentoring programs within the service** to connect older children with younger children.
- Roster educators to promote **continuity of and enhance, relationships with children and families.**
- **Move to the next stage of the Reconciliation Plan** – from Reflect to Innovate.
- Encourage a positive culture **by integrating [ClassDojo](#) into our Positive Behaviour for Learning system.** We will also explore ClassDojo's communication functions that help children showcase and share their learning in their own portfolios.

QA6: Collaborative Partnerships with Families and Communities

Area Leader: Bronte Noakes

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 2018 we have:

- **Held a 'Welcome to Coogee Care' Family BBQ** – a new event on our social calendar for families to meet educators, other families and the Coogee Care Committee.
- Supported CPS and P&C to **install Kindy play space in COLA.** With CPS we applied for and received \$30k from the [NSW Govt Before and After School Care Fund](#) as a contribution to the Kindy playground.
- **Presented a concert** to celebrate the achievements of our [Kids on Conga](#) children.
- Hosted officers from Maroubra Police Station to **talk with children about being safe.** Topics covered include interactions with the public and helping children take responsibility for their safety.
- **Supported children's charity [Bravehearts](#)** with fundraising, promotion of White Balloon Day, and entering (and winning!) their Chalk Art competition.
- **Fundraised for drought-affected farmers** with a BBQ and fruit drive.
- **Started a Buddy Group** with our local childcare centre Children in Years 4 and 5 visited Only About Children Coogee to meet and greet children attending CPS in 2019.
- **Supported the annual [Walk Safely to School Day](#) & [Sydney White Ribbon Walk](#).** We promote these events and waive fees for families participating in them.

Outcomes for 2019:

- **Collaborate with an aged care provider.** Children in Years 4 – 6 will visit [St Basil's Randwick](#) to talk and connect with residents.
- **Become a Red Cross [Red25 organisation](#).** Red25 is a life-saving social responsibility program where workplaces unite to save lives through blood donation.
- **Continue to support Bravehearts** by entering a team into [777 Marathon](#).
- **Participate in the Great Book Swap** to [raise funds for remote communities](#).

QA7: Governance and Leadership

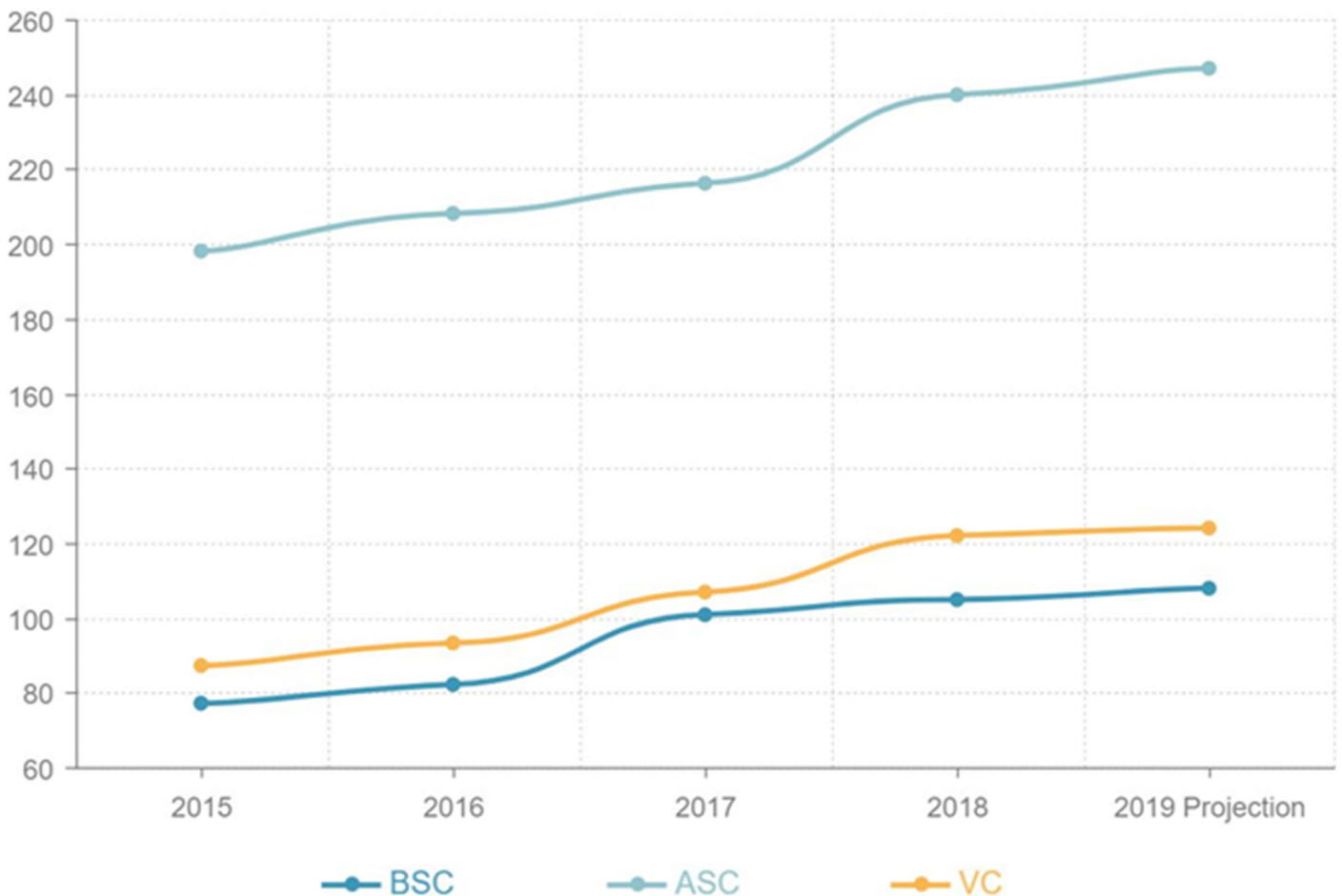
Area Leader: Clinton J Isle

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 2018 we have:

- Worked with the CPS leadership **to license additional indoor space and increase our available licensed places.**
- **Increased Bookings & Utilization.** The centre continues to experience high demand and high wait lists, and we've continued to refine our systems and processes to provide the maximum available places to our families. With these refinements and the additional licensed space, available places increased by 6% for Before School Care, 8% for After School Care and 13% for Vacation Care.

Coogee Care Centre Average Bookings (2015 – 2018)



- **Maintained and Reduced Service Fees.** We are committed to keeping the Centre a high-value, low cost childcare option for families. Since 2015, our fees have remained the same, or reduced. In 2019 we will reduce fees for family membership and casual attendances, and eliminate the annual administration fee.
- **Introduced a Document Platform** to provide easy, responsive and paperless access to our [Quality Improvement Plan](#), [Staff Handbook](#) and [Family Handbook](#).
- **Changed Bookkeepers.** We contracted Veridity to provide bookkeeping and accounting services to the centre. With this change, we have:
 - Automated the links between rostering, timesheets and payroll
 - Automated the processing of invoices and receipts
- **Transitioned the service and families to the new Child Care Package.** The Child Care Subsidy replaced 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. We underwent a series of steps to formalise the transition.

Outcomes for 2019:

- **Review and restructure the leadership group** to support the increasing expansion of the service.
- **Introduce Digital Sign In/Out for Families** to comply with government reporting requirements.
- **Register for charity status with [Australian Charities and Not-for-profits Commission](#).** Benefits of registration include:
 - Will confirm our status as income tax exempt with the ATO
 - Can apply for additional tax benefits such as FBT concession
 - Can receive a range of other concessions, benefits or exemptions available to charities under navigation and information access



Thanks!

2018 was big! And we couldn't have done it without all our amazing stakeholders.

Many of the centre's achievements can be attributed to the productive relationship we have with the school. Our relationship with CPS – the leadership, the teaching and support staff – is the most important one we have. It is truly a collaborative one that functions productively on many levels. Particular thanks to Matt and Di for your advice and support.

Thanks to the educator team for your commitment to our centre. You each bring unique abilities and strengths to our team. Within our team, I'd particularly like to thank Jenny Collins and the Area Leaders for your creativity and diligence. Your 2018 efforts have been outstanding and I look forward to another successful year with you.

Our administrator Noemi is the linchpin of our operation. She's involved in most of our interactions with families, and is responsible for our high utilization rate, low overdue debtors, and high family satisfaction. Thanks, Noemi!

Thanks to our families, our committee, our community. It is wonderful to collaborate with you. We look forward to another year of providing high quality education and care for the children of Coogee Care Centre.

Coogee Care Centre 2018 ANNUAL REPORTS

TREASURER'S REPORT

James Macassey

Background

Coogee Care Centre's Financial Report for the year ending 31st December 2018 was audited by Mr Rolf Garda, a registered company auditor. Copies of the report have been made available for members to view before this AGM. Please see the copy of the audited reports if you are interested in seeing more detail.

Coogee Care Centre provides three basic types of care; Before School Care (BSC), After School Care (ASC), and Vacation Care (VC).

During 2018, the Centre received permission to increase enrolment numbers in ASC, and maximum enrolment numbers increased to 236 places. Continued efforts to make places more available by actively managing permanent and casual places lifted BSC and ASC attendance by 7%, and 13% for Vacation Care.

This focus on making more places available has allowed the centre to deliver a solid result without increasing fees.

Financial result for 2018

Coogee Care Centre made a surplus of \$36,800 in 2018, as compared to a \$117,154 surplus in 2017. Income increased by just over \$128,000 (10%) to just over \$1,405,000, while expenses increased by just over \$209,000 (-18%) to just over \$1,368,000.

The higher revenue was a result of the increased BSC and ASC numbers and Vacation Care places with fees unchanged, while the increase in expenses was due to increases in wages (\$117,000) and other staff expenses. Staffing levels above required coverage ratios enable a higher standard of learning and care, as well as greater availability of casual places to continue in 2018.

The 2019 budget aims for a modest profit with no increase in fees.

Cash reserves continue to be strong, with our December 31st bank balance sitting at just over \$372,000, an increase of \$35,000 compared with last year.

Outlook for 2019

The consistent effort of the team to make as many places available as possible to families has underpinned another successful year for the centre. 2019 will see similar income, with some increase expected from additional attendance for ASC, however the result for the year will depend on the proposed kitchen refurbishment.

The centre's cash position is expected to remain strong.

Acknowledgements

I would like to thank the Centre's bookkeeper Viridity, and in particular, Helen Smart, for all the work done for Coogee Care Centre. From calculation of the pays to preparation of the financial reports for the auditor, she is the key player in most financial related activities.

Thanks also goes to Clinton J. Isle and his team, for all their efforts on collections, and the day-to-day administration and management of the Centre's costs. Without their constant efforts, there would be fewer children in the centre and the fantastic financial results achieved would not be possible.

We now need to formally accept the Auditors report for the year of 2018 and appoint the auditor for the year 2019. I suggest that Coogee Care Centre once again appoint Mr Rolf Garda to audit our finances in 2019.