

# Coomandook and Districts Kindergarten Annual Report 2014



## 1. CONTEXT

**Preschool Name:** Coomandook and Districts Kindergarten

**Preschool Number:** 6508

**Preschool Director:** Karen Boscence

**Partnership:** Coorong and Mallee

In 2014, Coomandook and Districts kindergarten has continued to work with Governing Council members, families and the community to develop and improve the site following the Quality Improvement Plan (QIP).

The staff composition has remained consistent throughout the duration of the year with a minor change of the director part way through term 4 due to a director returning from maternity leave. The collaboration of staff throughout the year has been outstanding and this has been proven through the positive feedback that the site has received from kindy families.

## 2. REPORT FROM GOVERNING COUNCIL

The second year of being chairperson for Coomandook kindy was nowhere near as scary and overwhelming as the first. Obviously I had a year to get used to the role and what was to be expected of me, also the fact that our governing council stayed pretty much the same was a big bonus as we had all got to know each other and got along very well.

At this point I'd like to acknowledge all these fantastic women and the awesome job they all did throughout the year, the hard work and dedication certainly makes so much difference to the running of the kindy and they put in their fair share of this.

We managed to do quite a bit of fundraising for such a small group, some ventures were more profitable than others but this is to be expected. Our bulb fundraiser is always a big hit and I dare say will be a regular. We did the farm fair raffle again and the women who organised the prizes did extremely well! This was an excellent fundraiser with a good team effort selling tickets at the fair and supervising the kid's tent.

We also held a stall at the Coonalpyn show and I for one will never forget the laughs we had there trying to stuff sausages into hotdog buns! We bought a popcorn machine for the movie night and this was in my opinion the best idea! Our stall looked great at night with the popcorn machine lit up, Lego movie on the big screen in the back ground and the smell of popcorn cooking in the air! Another great team effort!

We managed to get the medication/transportation policy sorted and this was a big relief! A parent raised some issues/scenarios which got us all thinking and really put it in perspective. We also got the kids bathroom taps replaced with some fantastic touch button taps which are so efficient and save heaps of water!

Our acting director Karen has been wonderful and put so much time and effort in to her role here while Cheryl was on leave, she is a genuine, caring person and I for one really appreciate all she did during her time here at coomy, I wish her all the best for the future.

On that note I'd like to acknowledge our ECW's for all the endless work, love and support they give us and our kids each year, we couldn't wish for better staff here at coomy, speaking of great staff, welcome back and welcome to the mum's club Cheryl! It's great to have you back, looking fab I might add!

Thanks to all the GC for all your hard work and commitment oh and the laughs!! We have had a busy and productive year and the kids have had a great year of learning.

Sam Tynan  
Chairperson

## 3. HIGHLIGHTS 2014

The Coomandook and Districts kindergarten has had a very successful year with many family events such as Dad's night, Get to know you play day, a garden working bee, an afternoon tea and an Obstacle-a-thon. Kindy patrons were invited to the obstacle-a-thon to be a part of our special day. The children were involved in cooking food for most of the family events held which showed the independence of the children, The children and staff have also been on many excursions, some local

and others further away. These excursions have been a great way for children to extend their learning and gain a better understanding of the world around them.

Another highlight was creating a Ngarrindjeri bush tucker garden with support from the manager of Raukkan Nursery. The kindy children and staff also planted some vegetables and the children were thrilled when the vegetables were ready and they were able to cook with them. We have had a very active Governing Council body with a range of successful fundraisers throughout the year such as raffles at the Karoonda Farm Fair, a food stall at the Coonalpyn show, bulb fundraisers and catering for the Floor Book training session held at our site. We had a great attendance for the Floor Book training session and it was a privilege to have many leaders, teachers, ECW's and SSO's attend our site from the Coorong and Mallee partnership and also from other partnerships nearby.

#### 4. QUALITY IMPROVEMENT PLAN

Our Quality Improvement Plan (QIP) was continued from 2013 as there were sections that required further development.

##### **Quality Area 1:**

**1.2.1** Achievements include all staff successfully implementing the 'Learning Tracks Documentation Framework' developed by Niki Buchan for programming and planning. The Coomandook and Districts kindergarten successfully held a Thinking and Talking Floor Book training session with Niki Buchan. Coomandook kindergarten staff invited preschool directors, junior primary teachers, ECW's, SSO's TAFE SA lecturers and TRT and ECW relief staff. The session was very successful and the Coomandook kindergarten staff have received positive feedback about the training. Individual Learning Plans were developed for each child to appropriately cater for the needs of each child. These plans were developed in collaboration with children and their parents.

##### **Quality Area 2**

All kindergarten children's health and well – being were carefully monitored throughout the 2014 year and Health Care Support Plans were developed in conjunction with parents, family general practitioner and kindergarten staff. Effective hygiene practices are always promoted with all children and staff that are involved in the kindergarten setting. **2.3.3** Clearly labelled signs are situated throughout the kindergarten, above sinks. DECD have clearly defined procedures and policies for children's health and safety and all staff at the Coomandook Kindergarten follow these steps to ensure the safety of all children at the site. **2.3.2** All chemicals and hazardous substances are in the process of being recorded in the hazardous substances register with up to date MSDS. The WHS Business Manager developed by DECD to monitor the safety and hazards of the site has been very useful for staff to work through as a team throughout the year. Risk assessments were completed for all excursions that the kindergarten children and staff went on.

##### **Quality Area 3**

**3.2.1** Throughout this year the kindergarten children and staff have looked closely at the Ngarrindjeri people as they are from Coomandook and surrounds. With the help of Kevin Kropinyeri from Raukkan Nursery, the kindergarten staff purchased some traditional Ngarrindjeri plants to develop a bush tucker garden. Kevin taught the children about the plants that can be cooked for eating and also used for medicine. The vegetable garden was continued this year and children had a great time harvesting the vegetables and using them to cook with.

Kindergarten staff asked parents both formally and informally about some donations of logs, pipes and other natural resources that the kindergarten could use to develop more natural play spaces and open ended materials. Unfortunately, no donations of resources were made in 2014. The kindergarten staff may need to purchase or make items in 2015. Maybe an upside down tree would be a good starting point as suggested by Niki Buchan, Floor Book trainer from Inspired Education.

**3.3.1** All kindergarten staff continued to work on more sustainable practices such as the implementation of a wheelie bin worm farm. At meal times, white ice cream containers labelled worms and yellow ice cream containers labelled rubbish are used to teach children the importance of disposing of waste and categorizing where each waste product goes.

**3.3.1** The sensor taps in the children's bathrooms were not very water efficient so the kindergarten staff worked with the Governing Council members to resolve the problem. New push down taps with a 7 second timer have been installed and are working well.

##### **Quality Area 4**

**4.1.1** All staff are trained in Child Safe Environments. The two ECW's employed at Coomandook Kindergarten are working on their Diploma in Children's Services and will be finished in April 2015. The director and 1 ECW have their certified supervisor certificate.

### **Quality Area 5**

**5.2 Staff** have been using **time in** with children this year and it has been working really well. Children have been given the opportunity to think and then talk about the consequences of their actions and a more positive way that they could have handled the situation. The kindergarten staff will look further into the DECD policy for interactions with children in 2015.

### **Quality Area 6**

**6.1.1** The parent information booklet was updated in term 1 for pre kindy families. Enrolment and orientation policy and procedure still needs to be developed. Kindergarten staff to gather more resources from Keith War Memorial Community Centre.

**6.1.3** The 2013 Annual report was updated onto the Coomandook Kindergarten website, however, more information on the website would be useful to parents and the wider community.

**6.2.2** The display area did not appear to be used that often with the kindergarten families this year. Other forms of communication was, however more successful such as emails, phones calls, face to face conversations, newsletters and information placed in communication packs. Brochures were given to families when sent to the kindergarten for parent information.

The Coomandook Area School and Coomandook Kindergarten worked together to plan transition groups at both school and kindergarten. In term 2 the focus was Oral Language, term 3, phonics and term 4 was numeracy, however this was cancelled due to a busy school schedule. The kindergarten children and staff continued the numeracy activities planned for this term with the kindergarten children. Kindergarten children completed their school transition visits in term 4 form weeks 3-6 and then 1 day in week 9.

### **Quality Area 7**

**7.1.2** The kindergarten staff did not develop an effective induction process for educators, students and volunteers, however will gather more information from other sites such as Keith War Memorial Community Centre as the staff at this site have developed an effective one that works well.

**7.2.1** The kindergarten statement and philosophy statement was not reviewed this year and so will be deferred until 2015.

**7.3.5** The medication policy continued to be reviewed extensively with the consultation of Governing Council members, staff and parents. It was finally passed in term 3. Other policies will need to be reviewed in 2015.

In terms 2 and 3, Coomandook kindergarten collaborated with Meningie Kindergarten, Tintinara Preschool and Raukkan CPC to conduct Reflect, Respect, Relate observations. The group decided to work on the involvement scale in term 2. Each director visited another site for 1 day to conduct the observations and then presented the results to the site for their considerations. In term 3 the wellbeing scale observations were completed. The results were discussed at staff meetings and observations were reviewed. It was highly effective and it was a great way to view other sites and to share ideas and resources.

## **5. INTERVENTION AND SUPPORT PROGRAMS**

There was one student in 2014 that was supported by the Preschool Support Program. The student received 2.4 hours a week to support them with their behavior. A behavior support person visited the kindergarten to provide advice and strategies to assist the student controlling their emotions in a more positive way.

## **6. STUDENT DATA**

### **6.1 Enrolments**

**Figure 1: Enrolments by Term**

**Total Enrolments 2012 - 2014**

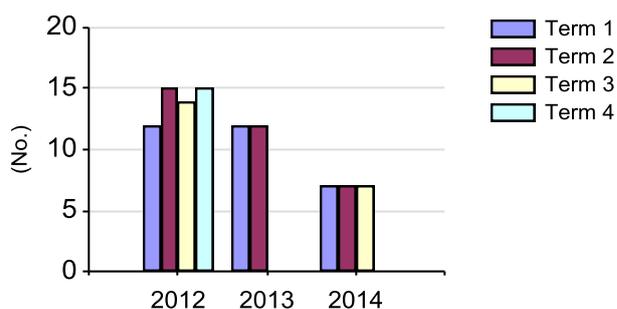


Table 1: Enrolments by Term

Enrolment by Term				
Year	Term 1	Term 2	Term 3	Term 4
2012	12	15	14	15
2013	12	12		
2014	7	7	7	

Based on person counts in the two week reference period each term.

Excludes pre-entry.

Source: Preschool Data Collection, Data Management and Information Systems

Enrolments remained steady for the entire year.

## 6.2 Attendance

Figure 2: Attendance by Term

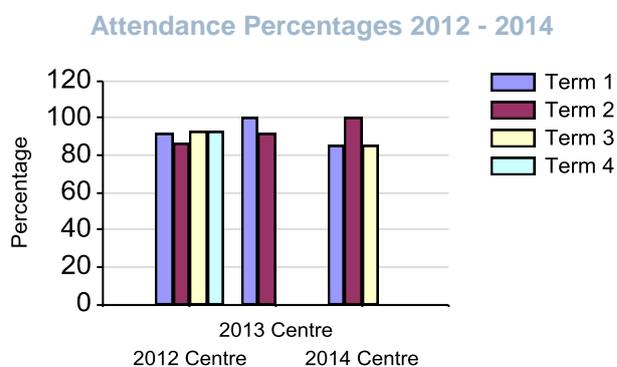


Table 2: Attendance Percentages 2012 - 2014

Attendance Percentage				
Year	Term 1	Term 2	Term 3	Term 4
2012 Centre	91.7	86.7	92.9	93.3
2013 Centre	100.0	91.7		
2014 Centre	85.7	100.0	85.7	
2012 State	87.4	85.9	84.5	85.5
2013 State	88.7	88.0		
2014 State	89.9	88.8	85.9	

Based on attendances recorded in the two week reference period each term, and calculated to an average unadjusted daily attendance (deemed attendance). Attendance percentages are based on the calculated deemed attendance (integer), divided

by the number of enrolments. Excludes pre-entry Note: Figures have been revised for previous years, using integer deemed attendance not decimal.

Source: Preschool Data Collection, Data Management and Information Systems

Attendance rates were consistent for the year. Absences are mainly due to illness or family holidays.

### 6.3 Destination – Feeder Schools

Table 3: Feeder School Percentage Data 2012 - 2014

Feeder Schools				
Site number - Name	Type	2012	2013	2014
0729 - Coomandook Area School	Govt.	100.0	100.0	91.7
8393 - Unity College Inc	Non-Govt.			8.3
<b>Total</b>		100.0	100.0	100.0

Based on the percent of children currently enrolled who will attend school in the following year, where the expected school is known.

Due to rounding totals may not add up to 100%.

Source: Term 3 Preschool Data Collection, Data Management and Information Systems

All of the preschool children in 2014 transitioned to Coomandook Area School.

## 7. CLIENT OPINION

Due to the low number of Preschool Families there was not enough responses to the Parent Opinion Survey as to generate any responses.

## 8. ACCOUNTABILITY

Site leaders are responsible for outlined in the table below. In summary the responsibilities involve:

The Director ensured the Preschool complied with the DECD Criminal History Screening verification responsibilities by:

- sighting and recording clearance information. A new recording spreadsheet was developed after the site audit.

The site requested clearance for all staff, volunteers, Governing Council members and contract workers.

## 9. FINANCIAL STATEMENT

	Funding Source	Amount
1	Grants: State	\$131,322.56
2	Grants: Commonwealth	
3	Parent Contributions	\$2974.45
4	Other	\$9924.77



**PRESCHOOL FINANCIAL STATEMENT AS AT  
YEAR ENDING 31 DECEMBER 2014**

<b>PRESCHOOL NAME:</b>	Coomandook and Districts Kindergarten
<b>PRESCHOOL NUMBER:</b>	6508

**RECEIPTS AND PAYMENTS FOR THE TWELVE MONTHS ENDING 31 DECEMBER 2014**

<b>OPENING BALANCE</b>		
<b>1</b>	<b>Opening Balance (as at 1 January 2014)</b>	
1.1	Cash at Bank	2277.88
1.2	SASIF Investment	35940.04
1.3	Petty Cash	
	<b>Total Opening Balance (A)</b>	<b>\$ 38,217.92</b>
<b>RECEIPTS</b>		
<b>1</b>	<b>DECD Grants</b>	
1.1	Total Recurrent Funding (from Cashflow Statement)	131322.58
1.2	Other DECD Grants (e.g. Electrical Testing Grant)	
	<b>Total DECD Grants</b>	<b>\$ 131,322.58</b>
<b>2</b>	<b>Parent Contributions</b>	
2.1	Amenities Fees (including sessional and pre-entry fees)	2475
2.2	Other Contributions ( e.g.lunch time care, unfunded occasional care, levies)	499.45
2.3	Excursions and Performances	
2.4	Playgroup Fees	
	<b>Total Parent Contributions</b>	<b>\$ 2,974.45</b>
<b>3</b>	<b>Fundraising Income</b>	
3.1	Fundraising (Gross Income)	2230.5
	<b>Total Fundraising Revenue</b>	<b>\$ 2,230.50</b>
<b>4</b>	<b>Other Operating Revenue</b>	
4.1	Non DECD Grants	500
4.2	Interest (Bank & Investment)	301.27
4.3	Donations	1250
4.4	Commissions	
4.5	Agency Sales (e.g. Book Club)	
4.6	Preschool Sales (e.g. Hats)	
4.7	Other Revenue	5646
	<b>Total Other Operating Revenue</b>	<b>\$ 7,697.27</b>
	<b>TOTAL RECEIPTS (B)</b>	<b>\$ 144,224.80</b>
	<b>TOTAL FUNDS AVAILABLE (C) = (A)+(B)</b>	<b>\$ 182,442.72</b>
<b>PAYMENTS</b>		
<b>1</b>	<b>Employee Expenses</b>	
1.1	Teaching Staff	83334.11
1.2	Ancillary Staff	40113.42
1.3	Temporary Relieving Teaching Staff	4078.56
1.4	Professional Development Costs (conference, travel and accommodation costs)	3176.47
1.5	Other DECD Salaries	619.69
	<b>Total DECD Salaries Expenditure</b>	<b>\$ 131,322.25</b>
<b>2</b>	<b>Learning Plan Priorities</b>	
2.1	Learning Plan Priority 1 -	463.39
2.2	Learning Plan Priority 2 -	

	Learning Plan Priority 2 -	\$ 463.39
<b>3</b>	<b>Curriculum Maintenance</b>	
3.1	Consumable Materials (e.g. paint, paper etc)	270.03
3.2	Curriculum Resources (including books, games, puzzles and minor equipment)	697.77
3.3	Excursions and Performances	450.36
	<b>Total Curriculum Maintenance Expenditure</b>	<b>\$ 1,418.16</b>
<b>4</b>	<b>Administration</b>	
4.1	Accounting Costs & Bank Charges	920
4.2	Office Supplies- Stationery, Printing and Photocopying	1330.78
4.3	Postage and Freight	116.11
4.4	Other (e.g. OHS&W costs, subscriptions, advertising etc)	212.23
	<b>Total Administration Expenditure</b>	<b>\$ 2,579.12</b>
<b>5</b>	<b>Site Funded Works</b>	
5.1	Site Funded Works	11186
	<b>Total Administration Expenditure</b>	<b>\$ 11,186.00</b>
<b>6</b>	<b>Facilities</b>	
6.1	Breakdown Maintenance	1505.44
6.2	Repair and Maintenance Costs (not charged through FABSNET)	634.64
6.3	Equipment & Furniture	606.07
6.4	Cleaning Costs (Contract salaries and materials)	2153.93
6.5	Grounds Maintenance	980.78
6.6	Security Costs	
6.7	Other	7663.18
	<b>Total Facilities Expenditure</b>	<b>\$ 13,544.04</b>
<b>7</b>	<b>Utilities</b>	
7.1	Electricity	1260.76
7.2	Gas/Oil	
7.3	Telephone	428.04
7.4	Water/Sewer	1333.38
7.5	Waste	
7.6	Council Rates	
	<b>Total Utilities Expenditure</b>	<b>\$ 3,022.18</b>
<b>8</b>	<b>Fundraising</b>	
8.1	Fundraising (Gross Expenditure)	890.14
	<b>Total Fundraising Expenditure</b>	<b>\$ 890.14</b>
<b>9</b>	<b>Other Expenditure</b>	
9.1	Playgroup Costs (e.g. Affiliation Fees)	
9.2	Occasional Care	
9.2	Donations	
9.3	Agency Sales	
9.4	Preschool Sales	
9.5	Other	2008.33
	<b>Total Other Expenditure</b>	<b>\$ 2,008.33</b>
	<b>TOTAL PAYMENTS (D)</b>	<b>\$ 166,433.61</b>
<b>RECONCILIATION</b>		
	Total Funds Available (C)	\$ 182,442.72
	Less Total Payments (D)	\$ 166,433.61
	<b>Closing Balance (Total Cash Balances) (E) = (C)-(D)</b>	<b>\$ 16,009.11</b>
<b>CASH AND INVESTMENT BALANCES AS AT 31 DECEMBER 2014</b>		
<b>CASH/INVESTMENTS</b>		
<b>1</b>	<b>Investments</b>	
1.1	SASIF	21310.66

1.2	Net Transfer to SASIF as at end of December previous year (add if credit or deduct if debit)	4728.65
1.3	Net Transfer to SASIF as at end of December of the current year (deduct if credit or add if debit)	-1210.25
1.4	Other Investment Accounts	
	<b>Total Investments</b>	<b>\$ 24,829.06</b>
<b>2</b>	<b>Bank Balances</b>	
2.1	Bank SA	3713.2
2.2		
	<b>Total Bank Balances</b>	<b>\$ 3,713.20</b>
<b>3</b>	<b>Cash in Hand</b>	
3.1	Petty Cash	
3.2	Cash Floats	
	<b>Total Cash in Hand</b>	<b>\$ -</b>
	<b>TOTAL CASH/INVESTMENTS (F)</b>	<b>\$ 28,542.26</b>
	<b>COMMITMENTS</b>	
<b>1</b>	<b>Loans</b>	
1.1	DECD	
1.2	Other - Name of Lending Institution	
1.3	Other - Name of Lending Institution	
	<b>Total Loans</b>	<b>\$ -</b>
<b>2</b>	<b>Unpaid Accounts</b>	
2.1	Supplier invoices	
2.2	Unreceived Purchase Orders	
	<b>Total Unpaid Accounts</b>	<b>\$ -</b>
	<b>TOTAL COMMITMENTS</b>	<b>\$ -</b>
	<b>TOTAL UNCOMMITTED FUNDS (Total Cash Investments less Total Commitments)</b>	<b>\$ 28,542.26</b>
	<b>PRESCHOOL FEES</b>	
	Fee Charged Per Term	65
	Outstanding Fees	
	<b>FUNDED OCCASIONAL CARE FEES</b>	
	Occasional Care Fees Collected	
	Occasional Care Fees Forwarded To DECD	
	<b>RURAL CARE FEES</b>	
	Rural Care Fees Collected	
	Rural Care Fees Forwarded To DECD	