

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

**Our Vision**

*A warm, fun and safe environment where children are nurtured, parents feel welcome and highly motivated staff provide quality care.*

**Our Values**

These are the values that underpin the delivery of the vision and are shared by the Seaton childcare centre community

- Communication*
- Community Connection*
- Diversity*
- Learning*
- Partnership*
- Quality Care*

**Our Management Committee**

*A small group of committed parents working in partnership with staff for the short and long term benefits of the centre.*

**Our Staff**

*Our staff are committed to working in partnership with families and the community to make high quality child care accessible to all.*

**Our Priority Areas for the Centre**

- Children learning through play*
- Quality care and continuous improvement*
- Communication and promotion*
- Parent involvement*
- Staff development*
- Community connection*

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

**QAIS Accreditation**

Our Centre participates in the Commonwealth Quality Improvement and Accreditation System. These standards aim to ensure children's health & safety and promote play, learning and development through positive experiences and social interactions.

Our Centre is assessed on 7 Quality Areas and we have linked the actions within our strategic plan to those quality areas.

1. Staff Relationships with Children and Peers
2. Partnerships with Families
3. Programming and Evaluation
4. Children's Experiences and Learning
5. Protective Care and Safety
6. Health, Nutrition and Wellbeing
7. Managing to Support Quality

**Priority Areas and Action Plan**

The action plan communicates the actions that we plan to implement and/or maintain in order to ensure that the priority areas that have been identified at our Strategic Planning Workshop are adequately addressed.

**Children's Learning and Playing**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Involve parents in programming for needs of children to ensure that programs are child-centred and which reflect the diversity of families and children's individual levels of development	Ongoing		All staff	1, 2, 3, 4, 6
Engage Children in the development of programming to ensure that programs are continually updated to reflect the interests/needs of children	Ongoing		All staff	1, 3, 4, 6
Staff teams to regularly ensure that the Centre's educational toys and play equipment are maintained at high standards (ie. quarterly)	3 monthly	As per budget	Team leader in consultation	4
Develop criteria / guidelines for purchases ie. quality / educational / meets safety requirements / legislation			Director	5
Encourage independence and self-confidence in each child by maintaining structured and consistent daily routines that are managed by staff in a consistent				1, 2, 3, 4, 6, 7

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

manner				
Develop an event calendar: grandparents day, special person day, relevant cultural events ( eg: Christmas, Easter, Hanukah, Thanksgiving etc)				1, 2, 3, 4, 6
Promote respect, empathy and confidence in children by managing their behaviour in a constructive and positive manner				1, 3, 4

**Quality care and continuous improvement**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Identify areas for continuous improvement, and develop a CIP.				2, 7
Review policies and procedures as required by QAIS				1, 2, 5, 6, 7
Maintain education of staff, parents and stakeholders of changes in requirements of QAIS				2, 7
Carry out regular OHS inspections and report quarterly to the Management Committee				5, 7
Team leaders to take active role in OHS				5, 7
Educate all staff on the individual legal requirements under the OHS & Welfare Act 1986				5, 7
Form an accreditation committee to take responsibility for accreditation 6 months prior to each accreditation (Joint staff and parents)				5, 7

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

**❑ Communication and promotion**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Develop a communication policy – protocols and procedures				1, 2, 7
Staff to maintain regular communication with parents by sharing information about the program and their child' involvement				1, 2, 3, 4, 6
Update and develop website – to promote our uniqueness Research possible RTO avenues for development of website, seek quotes for website development				7
Child Care Links: use agencies and links through the program				7
Research grants / corporate sponsorship				7
Develop pamphlet / brochure and place in key distribution points to maximise exposure for the centre, such as Council libraries, CYH etc				7
Include into newsletters: requests for help of specific items to be purchased / fixed / donations / contacts in relevant industries				
Develop information flow from external agencies, management committee, staff, individual rooms				1, 2, 7
Design note boards for parents to record messages on / communication books in each room / individual child communication books				1, 2, 7

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

**☐ Parent involvement**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Ensure parents feel welcome by acknowledging them by name on arrival and departure	Daily, ongoing		All staff	1, 2
Identify the skills base of the parents, research what goods and services parents are able to offer to assist the centre.	3-6 months, then ongoing	Printing & paper	Director / Ass Director	1, 2
Encourage parent volunteering: management, working bees, external activities, excursions, input to programming	Ongoing		All staff and Management	1, 2, 7
Seek input for Parent Nights / Information sessions and ensure they are held regularly	Currently being undertaken, then ongoing		Parents / staff and Management Committee	1, 2, 7
Include into newsletters: requests for help of specific items to be purchased / fixed / donations / contacts in relevant industries			Director / Ass Director	1, 2, 7
Advertise opportunities for parents to make times to meet with primary caregivers / Director to discuss care / concerns	Ongoing		All staff / Director	1, 2, 7

**☐ Staff development**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Implement thorough and timely staff inductions	As required		Director / Ass Director	1, 7
Staff to understand and implement the Centre's strategic plan	Ongoing		Staff / Management Committee	1, 7
Staff to promote appropriate language, behaviour, attitudes and values in interactions with children, parents and other staff	Ongoing		Staff / Management	1, 2, 7
Undertake staff planning and team building	3-6 months, then regular events		Staff, Director, Management Committee	7

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

Create a centre leadership group to meet regularly	Within 2 months, then monthly	Relief staff	Director / Ass Director / Team Leaders	7
Support staff in appropriate rewards / recognition	3-6 months, ongoing	To be discussed	Management Committee	7
Develop an agreed staff training plan for each person as a part of annual performance review	3-6 months, review 6 monthly	Relief staff	Director / Staff	1, 7
Ensure equitable access to training for all staff	Ongoing	As per budget	Director	1, 2, 3, 4, 5, 6, 7
Implement sharing opportunities / expectations after training	Ongoing		All staff	1, 7

**❑ Community connection**

<i>Actions</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Responsibility</i>	<i>QAIS Links</i>
Use external agencies and links through the program: Child Care Links, Council, local MP, businesses, sporting clubs	Ongoing		Staff, parents, Management Committee, Director	1, 2, 4, 5, 7
Research grants / corporate sponsorship	Ongoing		Management Committee, Director	
Investigate / initiate opportunities with local kindergartens / schools / high school	Ongoing		Director / Staff	1, 2, 4, 5, 7
Participate in local events: "Playgroup in the Park", "Port Parade"	Ongoing		Director / Staff / Parents	1, 2, 4, 5, 7
Investigate opportunities to link with council programs i.e.: libraries, community bus	Ongoing		Management Committee, Director	1, 2, 4, 5, 7
Participate in training / options in local community	Ongoing		Management Committee, Director	1, 2, 4, 5, 7

**Seaton Community Children's Centre  
Strategic Plan  
August 2008**

**Performance Measurement**

Key Performance Measures will be developed during 2008 / 2009 to record the level of achievement and progress of the Priority Areas and Actions.