



PROM COAST CENTRES FOR CHILDREN INC.

FOUR YEAR IMPLEMENTATION PLAN 2021-2025



This Implementation Plan is our guiding document for the 2021-2025 period. It provides a framework for growing our expertise and capability in early childhood education and care within the Corner Inlet region.



OUR VISION

Every Prom Coast child is offered an environment where they can be, belong and become successful learners, confident and creative individuals and active, informed young people.

OUR OBJECTIVE

To deliver high quality, safe and accessible early childhood services that are inclusive and responsive to the needs of our children, families, and communities.

OUR VALUES

Respect, Professionalism, Sustainability, Inclusiveness, Responsiveness.

OUR PRIORITIES

CHILDREN. Quality education and care practice that is evidence based within a philosophy of continuous improvement.

COMMUNITY. Strong connections with our communities, families and engaged stakeholders.

STAFF. Engaged and empowered workforce that strive for high performance.

CENTRES. Quality infrastructure that meets current and future demand for services.

GOVERNANCE. Responsive and adaptive governance with financially sustainable models of operation.



CHILDREN

Quality education and care practice that is evidence based within a philosophy of continuous improvement.



GOAL	ACTION	RESPONSIBILITY	COMPLETED
<i>Deliver educational practice that enhances and extends each child's learning and development</i>	<ul style="list-style-type: none"> • Services are guided by Approved Frameworks, Legislation and Standards to strengthen practice • Services use information and evidence to inform policy development, practitioner program responses and strategic decisions that make a difference to children's lives • Ensure Quality Improvement Plans are regularly updated, displayed and submitted for review • Establish clear goals and expectations for teaching and learning across the educational program at each service • Develop clear vision for children's learning at each service which guides pedagogical decisions and a shared approach about how to achieve the best learning outcomes for children • Recruit educators that are professionally qualified, suitably experienced with a commitment to service philosophy. 	Service Management Educational Leaders	
<i>Reflective and best practice approaches guide program planning and continuous improvement</i>	<ul style="list-style-type: none"> • Access current information about curriculum and contemporary pedagogy and offer this to all educators • Lead all educators in critical reflection of their practice and the ongoing self-assessment of strengths, identified issues and goals across the service • Engage in structured, interactive coaching/mentoring to support reflective practice and support children's learning outcomes 	Service Management Educational Leaders	



COMMUNITY

Strong connections with our communities, families and engaged stakeholders.

GOAL	ACTION	RESPONSIBILITY	COMPLETED
<p><i>Embed community, family and stakeholder engagement into organisational structures and respond operationally to identified needs through program planning and delivery</i></p>	<ul style="list-style-type: none"> • Develop a communication plan that directs public communication regarding service programs and activity • Support active and engaged Parent Activity Groups across all services • Develop a comprehensive PCCC partnership list to identify all key organisational contacts and associated opportunities for engagement • Develop a community engagement plan that identifies all opportunities to connect to educational programs, and service operations • Develop a recognition system of community contribution to PCCC • Facilitate and establish high level partnerships with relevant politicians, all levels of government and other funding bodies. • Advocate and promote each centres service philosophy and education program foundation principles to increase public education on early years education and care and to support equality across services 	<p>Service Management</p>	



STAFF

Engaged and empowered workforce that strive for high performance.



GOAL	ACTION	RESPONSIBILITY	COMPLETED
<i>Develop professional organisational structures that support learning and development of all staff</i>	<ul style="list-style-type: none"> • Implement the ELAA Employee Management and Development Program for all staff • Establish meeting protocols that are reflective of PCCC culture and professional expectations • Establish annual professional networking and staff meeting schedule (internal and external) 	Service Management	
<i>Build effective leadership that supports positive organisational culture and staff engagement</i>	<ul style="list-style-type: none"> • Develop and document a leadership development plan • Service leaders to participate in targeted leadership training 	Service Management	



CENTRES

Quality infrastructure that meets current and future demand for services.



GOAL	ACTION	RESPONSIBILITY	COMPLETED
Retain all 4 centres	<ul style="list-style-type: none"> • Develop and document strategies to explore extended operation hours at Toora, Welshpool and Fish Creek services. • Develop and document operational model and business case for Foster that offers the delivery of a sessional Kindergarten Program and a multipurpose room • Formally request interest in availability of land either side of PCCC site in Foster to SGSC • Conduct annual shire maintenance and inspection checks to identify ongoing building and playground requirements • Support community programs to utilise kindergarten buildings to build community capacity • Promote all centres as vital community assets via the community engagement plan 	Service Management	
Respond to physical and data analysis to drive maintenance and infrastructure planning to meet current and future demand	<ul style="list-style-type: none"> • Identify data relating to vulnerable and concessional families to support kindergarten access and participation • Encourage family voice in lobbying for kindergarten and long day care program availability • Ensure all waitlists are up to date for lobbying and business case development • Explore staffing models to support extended hours of operation at satellite services • Capture localised community data demonstrating family movements in Corner Inlet • Identification of financial ability of PCCC to contribute to identified infrastructure projects 	Service Management	



GOVERNANCE

Responsive and adaptive governance with financially sustainable models of operation.

GOAL	ACTION	RESPONSIBILITY	COMPLETED
<i>Refine business systems and tools that support risk management and compliance</i>	<ul style="list-style-type: none"> • Use ratings and assessment report data to support organisational compliance improvements • Document a Committee of Management policies and procedure review schedule within ongoing cycle of policy review • Develop and document a Committee of Management risk management framework to manages risk on an ongoing basis 	Service Management, Committee of Management	
<i>Continuous improvement of organisational processes and documentation to support a successive governance model</i>	<ul style="list-style-type: none"> • Ensure monthly Committee of Management reports are aligned with strategic priorities • Ensure Committee of Management resources are reviewed annually to provide clear direction for members and their roles • Document and define the role of the Committee of Management in relation to organisational performance • Document a recruitment and succession planning process for the Committee of Management 	Service Management Committee of Management	

