

Early Years Management

The Glenelg Shire Council is an Early Years Manager for six services across the Shire.

The main objectives of Early Years Management are to:

- provide staff with a consistent employer;
- reduce isolation of teachers working in standalone services;
- provide opportunities for increased professional development and networking;
- ensure that License requirements are met;
- reduce the workload of parents who volunteer their time and skills to assist in the functioning of their child's service;
- provide support to develop and monitor relevant policies; and
- monitor and manage the annual budget.

Why is Glenelg Shire Council involved?

GSC decided to undertake Early Years Management because:

- we recognise that the early years of children's lives significantly influence their physical, behavioural and social development in later life;
- we believe that early childhood services should be integrated and inclusive to obtain the best outcomes for children;
- early childhood staff should have relevant professional development and support to achieve best practice;
- we have the expertise within the early childhood field to support and manage the specific needs of staff;
- we saw a need to provide individual Committees of Management with support and relieve some of the pressures relating to the employment of staff and financial management; and
- we believe that it is important to provide staff with consistent and cohesive employment from an employer who believes in the importance of early childhood education, rather than an employer who is also a client.



Benefits to Committees/Parent Advisory Groups

- Employment and Professional Development responsibilities are removed.
- Opportunity to meet with other committees and share ideas on fundraising and parent engagement.
- DET forms are completed and lodged by Glenelg Shire Council.
- Glenelg Shire Council provides support with any issues or concerns that may arise.



Contact:

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How does Early Years Management operate?

Roles and Responsibilities for Glenelg Shire Council are to:

- act as the Licensee and ensure that DET requirements are being fulfilled;
- employ appropriately qualified teachers and Educators;
- administer payment of wages and preservation of staff entitlements;
- co-ordinate and support the early resolution of any concerns between the staff and committee;
- encourage staff to attend professional development that will assist in their service delivery and suit the needs of the children and families of the current year;
- work in partnership with each Committee, other Municipalities and Early Learning Associations in Australia;
- develop and monitor policies and procedures;
- reconcile DET funding;
- manage the service on a day to day basis including the collection of fees, payment of utilities.

Each kindergarten Committee/Parent Advisory Group (PAG) Roles and Responsibilities are to:

- organise and take responsibility for the fundraising activities to assist in the purchase of new equipment, including working bees;
- actively encourage the involvement of all families with children attending the service;
- give early advice of, and work co-operatively with the Glenelg Shire Council;
- send a representative to attend quarterly reference group meetings;
- be involved with the development and monitoring of committee policies;
- promote the early years' service; and
- establish processes for parents to have input into the service.

The Reference Group:

- A nominated member from each Committee/PAG is required to attend quarterly meetings.
- Attendance at these meetings provides the opportunity to meet with other committees/PAG's and share information about achievements or any difficulties that they are facing.
- To be kept up to date with Glenelg Shire Council Children's Services information.

Early Years Services in the Glenelg Shire Council Early Years Management include:

- Dartmoor Children's Centre
- Heywood Kindergarten
- Jaycee Kindergarten
- Kalbarri Kindergarten
- Karreeta Peeneeyt Mara Portland Child and Family Complex
- Kathleen Millikan Centre