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ANNUAL PLANNING CALENDAR

Introduction

The purpose of this fact sheet is to:

- outline some of the typical child care administrative tasks and provide senior supervisors/administrators with a sample Administration Planning Calendar
- outline some of the typical tasks involved in managing child care programs and non-profit societies and provide a sample Management Planning Calendar
- provide a Planning Calendar for your practical use to reflect specific details related to your organization.

What is Administration?

Administration refers to the tasks and activities necessary to do the work of delivering child care services on a day to day basis. In other words, it is all of the daily, weekly, monthly and annual paper work that is required when you provide child care. For a comprehensive list of administrative responsibilities, please refer to the Westcoast Child Care Resource Centre print resource titled: **Administrative Responsibilities Checklist**.

What is Management?

Management refers to leadership and interpersonal approaches necessary to run an organization that delivers child care programs. It includes taking overall responsibility for meeting legal requirements; establishing a purpose/mission for the organization and a philosophy for the child care programs; establishing policies for both the organization as a whole and for the child care programs; and managing the finances of the organization and all of its services.

An Effective Partnership Between Administration and Management

While the Administration Planning Calendar will typically be of primary interest to senior staff who have administrative responsibilities, the Management Planning Calendar will likely be of primary interest to the licensee and management staff who are responsible for managing the organization and/or programs. However, it is important to keep in mind that an effective partnership between administration and management is key to ensuring efficient service delivery and over all management.

Using the Planning Calendars

While many of the tasks included may be somewhat generic for all non-profit organizations providing child care, the actual months where you will attend to **specific tasks will vary from organization to organization** (for example, according to your fiscal year) AND **the assignment of responsibility for tasks will vary according to the organizational structure and staffing**. And of course, you will want to add and/or delete tasks on this list to tailor it to reflect your organization.

The following assumptions have been made for the purpose of providing sample administration and management planning calendars for 'ABC Child Care Society':

- This society delivers three programs including: Infant/Toddler Care; 3-5 group care; and School Age Care. The School Age Care program runs year round.
- This society is a single purpose organization and only provides child care.
- The fiscal year is January to December.
- The Annual General Meeting (AGM) is held every March.
- This society is a registered charity.
- This society employs a full-time administrator.

This information is presented as a resource for licensed non-profit child care facilities. Westcoast Child Care Resource Centre does not assume responsibility for actions taken based on information provided.

SAMPLE Administration Planning Calendar

January	February	March	April	May	June
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule ongoing monthly tasks (e.g. collect/track fees and subsidy; review monthly financial statements) <input type="checkbox"/> Issue tax receipts <input type="checkbox"/> Plan for spring break program (OOSC) <input type="checkbox"/> Update children's and staff files <input type="checkbox"/> Review family handbooks, agreements and brochures <input type="checkbox"/> Review information for persons authorized to pick up children and other consents 	<ul style="list-style-type: none"> <input type="checkbox"/> Send out spring break flyers for OOSC <input type="checkbox"/> Address annual vacation planning for staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement spring break program <input type="checkbox"/> Prepare Summer Career Placement grant applications for summer students <input type="checkbox"/> Set up internal procedures for fall registration 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin summer program planning <input type="checkbox"/> Develop fall registration plans (external) <input type="checkbox"/> Review information for persons authorized to pick up children and other consents <input type="checkbox"/> Complete staff performance review of direct service staff and program review <input type="checkbox"/> Prepare to celebrate May as Child Care Month 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for Open House <input type="checkbox"/> Prepare registration packages for summer registration (OOSC) <input type="checkbox"/> Hire summer staff <input type="checkbox"/> Review staff and program goals 	<ul style="list-style-type: none"> <input type="checkbox"/> Accept summer registration from community (OOSC) <input type="checkbox"/> Update current sublist <input type="checkbox"/> Plan for fall board and staff professional development <input type="checkbox"/> Review program policies and procedures <input type="checkbox"/> Orient summer staff

SAMPLE Administration Planning Calendar

July	August	September	October	November	December
<ul style="list-style-type: none"> <input type="checkbox"/> Determine annual goals for program <input type="checkbox"/> Plan events for the year <input type="checkbox"/> Review information for persons authorized to pick up children and other consents <input type="checkbox"/> Plan for fall hiring 	<ul style="list-style-type: none"> <input type="checkbox"/> Orientation schedule/packages for families <input type="checkbox"/> Orientation package for staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Recruit volunteers <input type="checkbox"/> Plan for professional development 	<ul style="list-style-type: none"> <input type="checkbox"/> Review information for persons authorized to pick up children and other consents 	<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate November 20th: National Child Day <input type="checkbox"/> Plan for winter holiday registration, and program planning <input type="checkbox"/> Plan staff/board celebration 	<ul style="list-style-type: none"> <input type="checkbox"/> Tidy and update files <input type="checkbox"/> Ensure Management has Form 11 for annual reporting to Corporate Registry

Other Tasks:

- Tracking enrolment
- Liaise with Licensing Officer
- Apply for Minor Capital Funding for ERRR if necessary
- Maintain/update inventory of equipment and supplies for insurance purposes
- Arrange dates/tasks important to your organization for coming year

SAMPLE Management Planning Calendar

January	February	March	April	May	June
<ul style="list-style-type: none"> <input type="checkbox"/> Plan for Annual General Meeting (AGM) <input type="checkbox"/> File GST rebate claimed from Revenue Canada <input type="checkbox"/> File annual Registered Charity Information Return and Public Information Return (form T3010) <input type="checkbox"/> Renew Supported Child Care contract <input type="checkbox"/> Prepare for annual review of child care programs (e.g. feedback forms out to all families) 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a committee to organize annual Open House <input type="checkbox"/> Prepare grant applications <input type="checkbox"/> Review draft year end financial report 	<ul style="list-style-type: none"> <input type="checkbox"/> Host AGM <input type="checkbox"/> File annual report with Corporate Registry <input type="checkbox"/> Review and complete grant applications <input type="checkbox"/> Exit interviews for Board members that are leaving <input type="checkbox"/> Celebrate outgoing Board successes 	<ul style="list-style-type: none"> <input type="checkbox"/> Orient new Board of Directors <input type="checkbox"/> Goal setting for next year (incorporate feedback from families and staff) <input type="checkbox"/> Establish regular monthly meeting dates and times <input type="checkbox"/> Renew facility insurance <input type="checkbox"/> Prepare for Open House 	<ul style="list-style-type: none"> <input type="checkbox"/> Review personnel policies and procedures <input type="checkbox"/> Host Open House <input type="checkbox"/> Review parent registration forms for summer program 	<ul style="list-style-type: none"> <input type="checkbox"/> Renegotiate rental contract <input type="checkbox"/> Plan for board and staff professional development <input type="checkbox"/> In depth review of budget/actual expenses (to reflect ½ way through fiscal year) <input type="checkbox"/> Review centre policies and procedures

SAMPLE Management Planning Calendar

July	August	September	October	November	December
<input type="checkbox"/> Review program policies <input type="checkbox"/> Review parent handbooks for all programs	<input type="checkbox"/> Host board and staff professional development <input type="checkbox"/> Check employee records and first aid certification	<input type="checkbox"/> Orient new families/ children/ staff <input type="checkbox"/> Begin preliminary budget preparation with committee <input type="checkbox"/> Develop fundraising plan for next year <input type="checkbox"/> Review salaries and benefits <input type="checkbox"/> Review financial policies and procedures	<input type="checkbox"/> Present first draft budget for next fiscal year to Board	<input type="checkbox"/> Present second draft budget to Board for approval <input type="checkbox"/> If necessary notify families of fee increase <input type="checkbox"/> Complete performance review of "Manager"	<input type="checkbox"/> Review government contracts and reporting time frames for upcoming year <input type="checkbox"/> Celebrate board/ staff dinner

Other Tasks:

- Review insurance policy and ensure adequate coverage
- Review all contracts and grants for upcoming fiscal year
- Review constitution, by-laws
- Review program, goals, objectives
- Arrange dates/tasks important to your organization for coming year

Planning Calendar for _____ (Year)

Administration
Management

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Planning Calendar for _____ (Year)

Administration
 Management

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