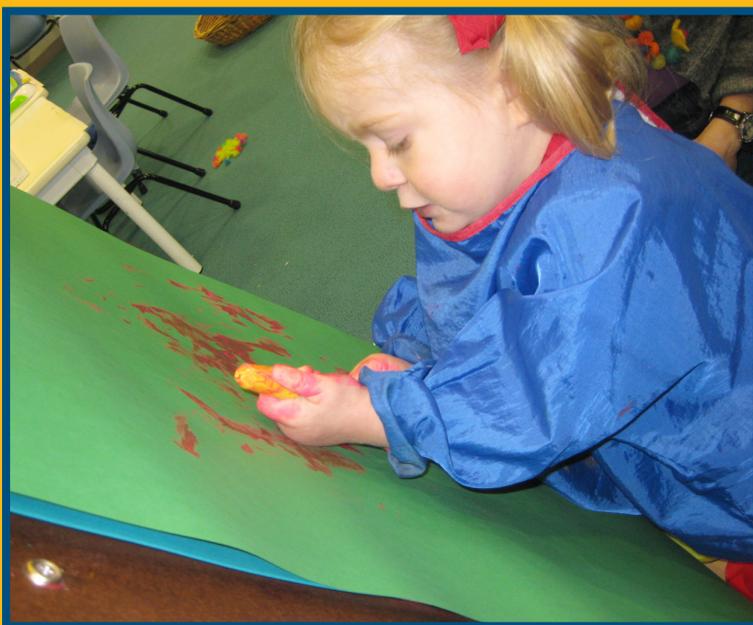




# Annual Report 2011-2012



Website: [www.earlyed.com.au](http://www.earlyed.com.au)

A family-centred early childhood intervention service for young children with disabilities or delays in their development and their families.

## Our Vision

Empowering parents and supporting the inclusion of children with disabilities into their community.

We strive to provide the best possible early childhood intervention services for children with disabilities and their families to ensure their maximum participation in community.

## Our Purpose

EarlyEd provides early childhood intervention services for children from birth to school entry with delays and disabilities and their families through our sites at North Sydney and Rosehill. We:

- Are responsive to the individual needs of families and children and work in partnership with them to meet their needs;
- Strive to be inclusive and supportive of all children and families and provide culturally competent and culturally appropriate services;
- Provide information and resources to families to support and advocate on behalf of their child and family;
- Encourage and support families to access appropriate services;
- Provide education and support to the community about meeting the needs of children with delays and/or disabilities in the community (particularly in preschool and child care settings);
- Encourage and support the inclusion of children with delays and disabilities;
- Support children and families with the transition to school and other community settings; and
- Work collaboratively with other services from a family-centred and evidence-based practice framework.

# Our Values

## Respect

We respect the needs of all families and work with the family's culture to support children to reach their potential.

## Sensitivity

We are sensitive and responsive to the needs of families and children and respect "where they are at".

## Inclusiveness

We recognise that families are valued members of their child's intervention team.

## Best practice in early childhood intervention

We value continuous improvement and evidence based practice and are open to change.

## Family-centredness

We believe that a family-centred approach is essential for all families accessing our service and for our staff.

## Foster a culture of diversity

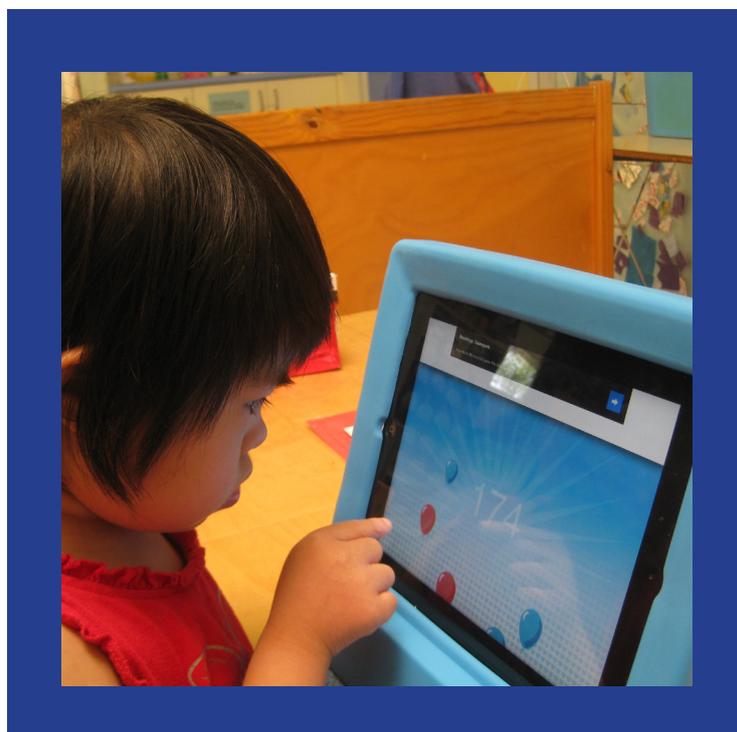
We acknowledge and actively support the cultural and linguistic diversity of all families, children and our staff.

## Professionalism

We support an environment of respect, collaboration and trust.

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# President's Report.....



## AGM July 2011-June 2012

The twelve months from July 2011 to June 2012 has certainly been a very busy time for Early Ed. With the funding and assistance that we receive from the many organisations, businesses, individuals and families we have continued to offer high quality early childhood intervention for children and their families.

### Programs included:

- Early Learners Groups
- School Readiness Programs
- Early Childhood Intervention Mobile Playgroup
- Support to childcare and pre-schools
- Home visits program in the Rosehill catchment area
- Music Therapy Groups

In addition to these programs, we have offered toilet training workshops, siblings groups, which were held in school holiday periods, behaviour workshops, visual workshops and the parent-to-parent support program, which has continued to go well.

Our dedicated staff has continued to represent Early Ed within the community at both training courses and conferences. Included are:

- Feeding workshop
- Basic Makaton
- Management training
- First Aid training by all staff
- Siblings workshop
- Supported playgroup forum
- "The Why and How of School Inclusion"
- Diet Considerations for children with autism
- All staff attended ECIA state conference

Also over the course of the year we have continued to promote services and maintain and extend community partnerships. These include staff attending ECIC, ECIA, Inclusion Support Network

(Parramatta) & Service Managers Network, we joined The Lower North Shore Child & Family Interagency Network, Leanne and Lesley attended an interagency meeting at ADHC and Leanne has attended the Children's Services Network with Auburn Council....these, are to name but a few.

Within EarlyEd itself, team days for the entire staff, regular team meetings at both centres, meetings of staff within their professional groups to provide peer-support and mentoring and regular staff appraisals have assisted in supporting staff in their work with families.

With the sudden departure of Simone Gerber, due to illness last January, the Executive Committee appointed Leanne Unie-Day as interim Co-ordinator, with the continuance of team leaders at both centres. All staff "stepped up" to ensure that the running of EarlyEd continued to run smoothly. The period from January to June was then spent advertising and interviewing for a prospective replacement and finally the Management Committee employed Kerry Dominish as Manager Early Childhood Intervention Service.

At this point I would like to make a special thank you to Simone Gerber for her wonderful contribution that she made to Early Ed over the last ten years. Her commitment and dedication is certainly appreciated by the families, staff and both present and past committee members over the years. I wish Simone well for the future.

On behalf of the committee, I would like to thank Leanne Unie-Day, for her support and hard work over the last six months. Leanne has ensured that the service to families was kept at our high standard and that the communication between staff, families and the committee continued as "normal".



Thank you to all of the Early Ed Staff for your continued commitment and dedication, and for your patience and understanding, especially over the last six months. From our administration staff to our therapists, special educators and social workers, your work does not go unnoticed and is very much appreciated by our families. You are all indeed very valuable to the successful running of the service.

Thanks also to the Management committee for your support and your time given to Early Ed over the last year. A special mention to Rosemary Flavel, Shelley Crumlin and Peta Crafter who have been with us for many years and have now decided to step down. I thank you for your enthusiasm and wish you and your families the very best for the future.

To Kerry Dominish, our new Manager, I wish you and Early Ed all the very best for the future. I know that you will bring forward some wonderful new initiatives to the service and I welcome you to the EarlyEd family!

Lastly, I wish to thank everyone that has supported my family and me over the last seven years. Early Ed was a "godsend" to me and we couldn't have progressed as far as we have today without you.

Have a safe and happy festive season and all the best for 2013!

A handwritten signature in cursive script, appearing to read "Janine Lindberg", written in black ink on a white background.

Janine Lindberg  
President



# Director's Report.....

## AGM July 2011- June 2012



There are some very important acknowledgements that need to be made in this year's Annual Report. First and foremost, acknowledgement and thanks must be given to Simone Gerber for her wonderful commitment and leadership at EarlyEd. Simone resigned early in the year of 2012 after 10 years as Director. During the time that Simone was Director, EarlyEd has grown from small beginnings to a staff team of 27 providing services to 96 families across 4 LGAs in Rosehill and 61 families across 11 LGSs in North Sydney with long waiting lists of 70 families. Service delivery has been continually evaluated and improved in response to current best practice and needs of families. Young children and their families have received high quality and well regarded services from dedicated, highly trained and experienced staff. Services have included small group settings, individual sessions, community support, itinerant support to child care settings, transition to school, home visits and supported playgroups. Many new ideas and structures were introduced by Simone whilst maintaining the core direction of providing early intervention services to young children and their families. We are very grateful for all that she has done.

Also a huge acknowledgement must be made to the management committee, in particular the executive team, and especially the president Janine Lindberg and Treasurer Rosemary Flavell. Their hard work, positive attitude and supporting roles have ensured that EarlyEd has continued to operate and provide services working with Simone up until the beginning of 2012 and then throughout the time this year without a Director. It must be noted that all this hard work has been done in a volunteer capacity and has been done quietly and without attention. The endless hours and efforts from the management committee have highlighted the many skills and talents of our committee and has had a huge impact for EarlyEd families and staff. We are very thankful.

It must be noted that all staff members need to be thanked as well for their hard work and dedication to EarlyEd. We have been very fortunate to gain wonderful new staff this year. Gemma Leske (Occupational Therapist) started in May. Jenny Donoghue and Jenny Berry have returned on a casual basis to fill staffing gaps as needed. Staff have continued to be involved in ongoing training with attendance at workshops that include feeding, working with fathers, accidental counseling, using iPads.

A need for staff support had been identified and

several structures were put into place. These have been ongoing and include regular supervision meetings, team meetings and case discussions. There have also been opportunities for staff of the same discipline to have time to discuss strategies and ideas and support each other. Staff Development Days with both teams have been held each term. Staff training in iPads and First Aid have been part of the agenda for the staff development days as well as reviewing practices and procedures. This has seen documentation for report writing reviewed and improved as well as incorporating EYLF philosophies into our documentation. The staff have also had options to access ongoing support from the Employees Assistance Program and this continues to be worthwhile.

Team Leader roles were filled at both centres with Liz Ryan, Hong Pan at Rosehill and Stephanie Weatherburn, Julia Liebmann at North Sydney accepting these positions. Liz, Hong, Steph and Julia work together to support staff and ensure the smooth running at both centres. They work very hard are all doing a fabulous job. Additional services in siblings groups, music therapy and parent to parent programme have continued throughout the year. Families have also been given the opportunity to attend workshops on Toilet Training, Behaviour and Visuals.

Community involvement remains high with staff regularly visiting child care centres and other community settings. Family support workers and other staff regularly attend combined service meetings and are involved in working parties for initiatives such as creating awareness of early intervention at a GP conference. Lesley Burnett recently presented a paper on EarlyEd's parent to parent programme at the ECIA national conference in Perth this year. We have had students at each centre from universities and high school. We are very fortunate to have the support of United Way who facilitate volunteers to help with resource making. As of end of July 2012 we are looking to employ a new manager, and I will continue in the Coordinator role until then.

In closing and looking forward, I would like to thank and welcome Kerry Dominish as she settles into her new role as Manager. Kerry brings highly developed leadership skills, enthusiasm and energy and sets a very positive outlook for the future for EarlyEd.

Leanne Unie Day  
Coordinator

# STAFF AT EARLYED

|  |  |
|--|--|
| <b>Manager</b>                                       | Kerry Dominish   |
| Deputy Manager                                       | Leanne Unie Day  |
| Accounts/Admin                                       | Maryna Staver  |
| Music Therapist                                      | Jann Birks   |
| Family Support Worker                                |  |
| Special Projects                                     | Lesley Burnett   |
| Team Leaders North Sydney                            | Julia Liebmann<br>Stephanie Weatherburn  |
| Team Leaders Rosehill                                | Liz Ryan<br>Hong Pan   |
| Early Special Educators:<br>North Sydney             | Julia Liebmann<br>Stephanie Weatherburn<br>Jenny Donoghue (casual)   |
| Rosehill   | Maureen Lyons<br>Hong Pan<br>Liz Ryan<br>Leanne Unie Day   |
| Speech Pathologists:<br>North Sydney<br>Rosehill     | Rose Tritton<br>Amanda Cox<br>Sonia Gugnani<br>Margaret Redmond  |
| Physiotherapists:<br>North Sydney<br>Rosehill        | Jane Biscoe<br>Cathy Galbraith<br>Kathy Gardiner   |
| Occupational Therapists:<br>North Sydney<br>Rosehill | Gemma Leske<br>Namrita Singh   |
| Family Support Workers:<br>North Sydney<br>Rosehill  | Renee Lea<br>Anu Andrade<br>Lesley Burnett   |
| Classroom Assistants:<br>North Sydney<br>Rosehill    | Leanne Forster<br>Hilke Marcus<br>Kim Burdus<br>Louise Mueller   |
| Mobile Playgroup:                                    | Hong Pan, Maureen Lyons,<br>Lesley Burnett, Amanda Cox, Sonia Gugnani,<br>Margaret Redmond, Kathy Gardiner with Louise<br>Mueller (Bilingual worker) |



# EARLY ED SERVICES

## IFSPs

- Individual family service plans are developed with all families and are reviewed regularly.

## Individual Programmes (1-1)

- Individual Sessions with Special Educator/PT/SP/OT
- Fortnightly or monthly
- Phone support to preschool or child care is offered
- Family Support as needed
- Community visits including preschool/child care/home/other – 2 visits per term in total – may be by any member of team

## Early Learners Group

- Weekly group sessions with Special Educator

## PT/SP/OT/FSW attend fortnightly

- 1 visit to preschool/child care per term
- Community visits including preschool/child care/home/other – 2 visits per term in total – may be by any member of team

## Preschool Support Programme

- 3 x visits per term
  - May receive a block of SP or PT or OT each term
  - Family Support as needed
  - Community visits including preschool/child care/home/other – 2 visits per term in total – may be by any member of team
- 



# EARLYED MANAGEMENT COMMITTEE

**President:** Janine Lindberg  
mother of Maili – North Sydney

**Vice President:** Shelley Crumlin  
mother of Tarini - Rosehill

**Secretary:** Peta Crafter  
mother of Rory – North Sydney

**Treasurer:** Rosemary Flavel  
Early Childhood Intervention rep

**Committee:**

Kylie Gava  
– mother of Kaitlyn, Rosehill

Alex Huntington  
– mother of Arabella, North Sydney

Stacey Skoljarev  
– mother of Harry, North Sydney

Ashvini Sawleshwarkar  
– mother of Nandika, Rosehill

Samantha Thompson  
– mother of Zach, Rosehill

**EMAIL:** [managementcommittee@earlyed.com.au](mailto:managementcommittee@earlyed.com.au)



# FUNDING and DONATIONS

EarlyEd is supported and funded from both the Commonwealth and NSW State Governments, local businesses and organisations, as well as friends and families of EarlyEd.

We acknowledge the ongoing contribution each makes to the lives of children and families.

- Family and Community Services/Community Services
- Family and Community Services/Ageing Disability and Home Care
- Department of Education & Training (DET) / Intervention Support Program
- Department of Education & Training (DET)
- North Sydney Council
- United Way





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