



EarlyEd

Annual Report
2012-2013



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



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Early Education (EarlyEd) Incorporated
Annual Report

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President's Report

Management Committee

Firstly, The Early Ed Management Committee would like to extend its gratitude to Kerry Dominish (CEO) for her ongoing commitment and dedication to her role. Throughout the past twelve months EarlyEd has continued to grow as an organisation and through Kerry's great leadership has maintained and improved its high level of services in Early Childhood Intervention. We would also like to recognise the important role that Leanne Unie-Day as Head of Services has performed in supporting Kerry along with the Team Leaders and all staff members at EarlyEd. Through careful and considered recruitment of new staff members the organisation has grown in its capacity to work as a cohesive unit and cater for the families that use the many services.

Information from the CEO has always been of a timely and professional manner and the Management Committee has felt confident in voting on matters brought to our attention.

This year has also been one of transition for the Management Committee itself with all Executive Officers being new to their roles and most committee members also being new. The Management Committee has sought the advice of experts whenever possible, an invitation was extended and accepted for the Accountant (Laura) to attend a Committee meeting and copies of the Constitution have been distributed to all committee members. The Management Committee has also embraced opportunities for further training, with members having attended the ACU Executive Training Day on Governance and the NDIS. The Committee recognises that further training in the area of Governance is necessary and will place this high on the priority list for 2014.

Recruitment of new members to the Management Committee has been difficult throughout 2013. An invitation to join the committee has been extended to all families, and particular skill sets have been specifically advertised with the intention of recruiting members who will not only compliment but also extend the range of skills already on offer amongst the existing Management Committee Members.

Future Directions:

The Management Committee recognises that EarlyEd along with the entire Disability Sector is currently experiencing a transition period which will see the organisation change rapidly over the next few years.

As a Committee we acknowledge that the development of a new and up-to-date Strategic Plan and further training on Governance along with remaining informed about any new changes and regulations is very high on our list of priorities.

Kylie Gava, President





CEO REPORT

for AGM 2012 – 2103



This year, for EarlyEd, has been one of reconnection with and development of our community partnerships while we continued to align our services with disability sector developments. The second half of the year was marked by the successful tendering for new Strengthening Families funding for children aged 0 - 8 years from Family and Community Services, Aging Disability and Home Care (ADHC) as part of Stronger Together 2.

Strengthening Families

The “Strengthening Families” funding available to EarlyEd is for 3 new programs for both Cumberland Prospect area and Northern Sydney area as well as for recurrent funding for our well established Home Visit program (for vulnerable families in the Cumberland Prospect area).

The 3 new programs include funding for:

- More Than Words ® Plus through “Autism Flexible Funding”
- “Skill and Capacity Building”
- “Enhanced Therapy”

The new funding from ADHC has increased EarlyEd’s capacity to directly support over 100 more families. EarlyEd’s Vision “Empowering parents and supporting the inclusion of children with disabilities into their community”, reflects the aims of “Strengthening Families” to increase the community participation of all people living with disability. The funding will also enable EarlyEd to continue to offer an innovative range of services which can also reach other families in the community. New services will be introduced that will build more opportunities for inclusion and do more to build the capacity of community and mainstream services such as childcare,

preschools and schools.

The greatest impact will be in supporting children who are school aged and to capacity build schools. As so well expressed by an EarlyEd Team Leader “At last we will be able to do what we have always wanted to be able to do”. Funding for the child starting school, up to the age of 8yrs, will give children a real “great start” at school and give families ongoing support while increasing opportunities for seamless transitions to school. Early childhood intervention has long recognised the isolation and lack of support families feel after leaving early intervention and the value of a solid transition to school process. The last 10 years in particular have seen parents leave early intervention services empowered and able to advocate for their child. It has also seen schools and teachers working more proactively to transition children comfortably into schools. With the new funding, the ongoing supports can maintain and develop the skills of the parents, schools and teachers. It will also provide support in other community activities such as sport and family activities.

Quality Management Planning and Development

EarlyEd has actively been participating in opportunities offered by the Industry Development Fund established as part of “Stronger Together 2 (ST2) to support NGO’s in their capacity building and work force developmentin terms of capacity, structure, regulation and quality management.”(Stronger Together 2 –The second phase::2001 – 2016). The Management Committee is accessing supports through NDS for the Third Party Verification Process due by mid 2015.

Flexible, Responsive Services to Families

The focus for EarlyEd throughout all its services and community connections is the maintenance of flexible, responsive services to families with children living with delays or disability. Using

current information about evidence based practice in early intervention and in professional fields, EarlyEd ensures that services and relationships are of a high standard.

Holistic: The key to all effective service delivery is a holistic approach to the child and family’s needs. The features of this holistic approach include family - centred practices and staff working together in transdisciplinary practice with the family at the centre of decisions and interventions.

Services Early: In an effort to have intervention available as early as possible to families, our Mobile Playgroups (funded through Families NSW) have been re-evaluated and now offer greater flexibility to families and more opportunities for families to connect. With the new Skills and Capacity Building funding from ADHC we have focused on supporting families early by extending our services into local





community playgroups or establishing new community playgroups. The new playgroups are open to all families in the community and have a community worker working alongside EarlyEd staff. As these services are offered in local community centres they will help families to be included in their community. These new playgroups will be offered at Lane Cove, Rosehill, Kellyville and Seven Hills. A feature of the playgroups is transition support, as sometimes families find it hard to be involved in mainstream activities.

Music Therapy

The outcomes from our music therapy are matched by the great enjoyment of children and parents who participate in our weekly sessions at Rosehill and North Sydney. In 2013 the service has been linked in more with our other services. Music therapy outcomes come through the music in the sessions offering opportunities for involvement and dynamic learning.



Staff

The beginning of 2013 saw a stabilisation of staffing particularly for the North Sydney centre. This has led to new professional expertise being introduced into the organisation which will continue to increase when the 'Strengthening Families' funded staff are appointed. Key to successfully maintaining strong teams at Rosehill and North Sydney are the EarlyEd Team Leaders Steph Weatherburn and Julia Lieberman at North Sydney and Liz Ryan and Hong Pan at Rosehill. The North Sydney team leaders have introduced 9 new staff to complete the new funding. Rosehill have increased the hours for some of their staff and will increase their team by 3 with the new funding. The role of the team leader will continue to evolve as staff numbers increase in each team. The team leaders have been ably supported to expand their roles through

the guidance of the Head of Services, Leanne Unie-Day, who has been instrumental in establishing many of our community partnerships.

A significant staff development has been the introduction of Administrative Officers at both centres. This has led to an improvement in quality management processes and significantly enhanced the ability of early intervention staff to focus on service delivery to families.

An increase in staff numbers has led to refinement of the orientation, reflective practice and supervision policy and processes used by EarlyEd to ensure services are of a high quality and equitable. EarlyEd is committed to performance management that supports and mentors their staff to do their job well, preventing issues before they arise.

A professional development cycle supports staff from the point of recruitment and orientation, with discipline specific mentoring as well as support around the transdisciplinary and family/person centred practices of EarlyEd. This ensures high quality processes and evidence based practices are used in all services. The five Staff Development Days this year have focussed staff on being informed about changes in the disability sector and provided training in person centred and inclusive practices and first aid.

External professional development activities for staff have focussed on sensory processing, More Than Words®, Fussy Eaters and the SOS approach, and the Early Childhood Intervention Conferences (ECIA) in Perth and Sydney.

Partnerships

EarlyEd is involved with many community networks through community meetings. This year EarlyEd has looked for opportunities to enhance relationships and develop partnerships through shared activities. This has led to new and exciting opportunities for service delivery.

The three well-established Families NSW Early Childhood Intervention Mobile Playgroups

(ECIMP) in the Auburn/Holroyd area have been supporting families since 2004. This has helped connect us with other Auburn agencies and Auburn Council. Since the beginning of 2013, four different projects to expanded established local partnerships have been underway.

St Joachim's Primary School, Lidcombe has been working in with EarlyEd to support some of their children who are transitioning to school along with local EarlyEd families. Using a school environment for the program makes the transition experience more relevant to the children involved.

Our links with Auburn Council have led to the offer of a Stepping Stones Triple P (Positive Parenting) program to be run for 8 families later in 2013. EarlyEd staff are working with the EarlyEd families to individualise the program while Auburn Council has offered the services of their trainer.

The relationship with Auburn Council has also led to EarlyEd supporting the planning of the transition to school project at Berala Primary School as part of the Western Sydney Transition to School Project for Term 4, in 2013. EarlyEd has shared our expertise in transitioning children to school and will help to identify any children who may need extra support.





EarlyEd is on site at Rosehill Primary School and has often been involved in shared training opportunities. During early 2013 a new inclusive program was offered for the first time at Rosehill Primary School along with SportEd and plans commenced for other services involving some of the preschool and school community.

SportEd is itself a new partnership with Sydney Upper North Shore Special Olympics. A matched concern that many preschoolers with developmental delays were not accessing early sport activities led to a partnership to create a program that would:

- a. help children learn the team and physical skills required to start playing sport,
- b. support parents to involve children in sport,
- c. encourage families to be involved in sporting activities as a family, and
- d. help children to join mainstream sport activities.

It has not only been running at Rosehill since early 2013 but has also been offered at Crows Nest. The EarlyEd occupational therapists in particular have been developing this new inclusive program.

An exciting new partnership is with the Meeting House Lane Cove. This partnership led to the establishment of some inclusive programs. While the community waited for the opening of the Meeting House's new premises at Stokes St, Lane Cove, our North Sydney centre hosted a partnered playgroup called Possibilities. Shared staffing, planning and resourcing makes this a truly inclusive playgroup. The Possibilities playgroup is a way to get support to families as soon after diagnosis or referral as possible.





Community Grants

This financial year has seen an increase in grant writing and appropriate outcomes. The community grant space is very competitive and funds need to be shared with a wide variety of organisations. Our focus has been to find funds to enhance our current services by providing more sessions, sessions with extra supports or equipment to enhance the service. A list of our successful grants is attached to this report. Staff involved in grant writing for EarlyEd have undergone “successful grant writing” training to improve our competitiveness. As well, we have developed grant writing templates to help plan for, manage and acquit our successful grants. EarlyEd has found that grants enable us to offer services that are innovative and more responsive to the needs of children and families and wish to acknowledge the significance of the support of our local councils and clubs in particular.

Volunteers and Other Community Involvement

EarlyEd greatly values its corporate volunteers. This year United Way has sent regular teams for resource making to both centres and also supported end of year parties for children and their families at both Centres. This provides families with access to resource material for their own individual use. Staff from Wavelength International volunteered to clean our building at North Sydney and Steve Stapleton provides our regular ground maintenance. In an effort to establish a regular volunteer service EarlyEd has produced a draft volunteer policy and is working on a training program for both centres. EarlyEd benefits immeasurably by the donation of the lease of the North Sydney centre and the overall support of North Sydney Council and Community Centre make our operations possible. We are extremely grateful for all the support North Sydney Council and our volunteers provides us on an ongoing basis.

Future Plans

The next 12 months will be a dynamic time. We will roll out new services as we build the capacity of the communities in Cumberland Prospect and Northern Sydney through ST2 approaches. As NDIS is established in the launch sites we will be able to see more clearly how EarlyEd will need to move towards this new form of service delivery. A key to helping families understand what EarlyEd services can offer to them will be an effective website. The completion of the website will provide EarlyEd with an effective basis to meaningful online communications and social media presence.

For our EarlyEd services we look forward in the next 12 months, to building on the partnerships we have redeveloped this year. This will be enhanced as we connect more deeply with communities and extend to more isolated sections of these communities. For our organisation we look forward to further developing our quality management systems as we prepare to provide evidence to an independent third party verifier to confirm organisational performance against NSW FUNDING and DONATIONS Disability Service Standards (NSW DSS).

Grants

Grant	Project Title	Amount Received
North Sydney ClubGrants	Nutrition for Children with Special Needs Parent workshop	\$500
Auburn Clubgrants (Received through Dooleys Club)	Carer's Support Day for Parents of Young Children with Disabilities	\$6,500
Early Childhood intervention Australia :ECIA	Nutrition for Children with Special Needs Parent workshop	\$1,368
Parramatta Capacity Building Small Grants 2012	Parents as their own disability case coordinators	\$1089 incl GST
North Sydney Council Small Grants	Specialist equipment to include children with a disability in play.	\$1,480
Auburn Community Grant CGP2013/026	Increasing access to disability services for children by providing subsidised transport	\$9,460



FUNDING and DONATIONS

- EarlyEd is supported and funded from both the Commonwealth and NSW State Governments, local businesses and organisations. 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

Early Education (EarlyEd) Incorporated

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

	NOTE	2013	2012
CURRENT ASSETS			
Cash	3	1,794,158	1,220,926
Receivables	4	36,731	38,411
TOTAL CURRENT ASSETS		<u>1,830,889</u>	<u>1,259,336</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	5	49,680	64,163
TOTAL NON-CURRENT ASSETS		<u>49,680</u>	<u>64,163</u>
TOTAL ASSETS		1,880,569	1,323,500
CURRENT LIABILITIES			
Creditors & other payables	6	664,236	170,883
Provisions	7	102,074	74,179
TOTAL CURRENT LIABILITIES		<u>766,311</u>	<u>245,062</u>
CURRENT LIABILITIES			
Provisions	8	21,041	22,988
TOTAL CURRENT LIABILITIES		<u>21,041</u>	<u>22,988</u>
TOTAL LIABILITIES		787,351	268,050
NET ASSETS		<u>1,093,218</u>	<u>1,055,450</u>
EQUITY			
Accumulated Funds	9	1,093,218	1,055,450
TOTAL EQUITY		<u>1,093,218</u>	<u>1,055,450</u>

Early Education (EarlyEd) Incorporated

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
INCOME		
<u>Grants & Funding Received</u>		
State Government Grants (ADHC)	592,075	580,066
State Government Grants (ADHC) - Early Start	353,505	344,546
Commonwealth Government Grants (DET)	282,194	260,656
Department of Community Services (DOCS)	129,573	102,185
	<u>1,357,346</u>	<u>1,287,453</u>
<u>Other Revenue</u>		
Donations	10,455	8,985
Rebates	900	900
Fees Consultancy & Training	0	2,350
Interest Received	55,905	56,543
Fees Received	34,075	38,060
Fundraising & Other	86	579
	<u>101,421</u>	<u>107,417</u>
TOTAL INCOME	<u>1,458,767</u>	<u>1,394,870</u>
EXPENDITURE		
Advertising & Recruitment	3,233	6,321
Accounting fees	4,854	3,500
Audit fees	5,250	5,000
Bank Charges & Fees	1,830	1,189
Cleaning & Maintenance	9,091	6,820
Computer Maintenance & Support	17,657	11,894
Depreciation	23,604	25,160
Educational Resources	13,955	4,153
Electricity	9,810	8,809
Insurance	30,684	37,968
Legals Fees	1,876	
Materials & Minor equipment	5,652	2,179
Motor Vehicle Expenses	9,892	4,675
Printing, Postage, Photocopying & Stationery	8,590	5,276
Program Expenses & Materials	3,016	7,166
Rent & Outgoings	9,191	8,424
Repairs & Maintenance	9,952	7,194
Staff Amenities	7,382	8,082
Staff Training	27,707	10,581
Subscriptions	2,217	2,249
Sundry Expenses	4,075	3,468
Superannuation	104,394	100,414
Telecommunications	12,245	11,104
Travel & parking reimbursements	33,462	27,275
Wages & employment expenses	<u>1,202,215</u>	<u>1,114,798</u>
	<u>1,561,832</u>	<u>1,423,698</u>
Surplus (Deficit) for year	(103,066)	(28,829)
Add: Grants Rolled Over from 2008/2009	-	117,711
Add: Grants Rolled Over from 2009/2010	146,488	
Add: Grants Rolled Over from 2010/2011	-	736
NET SURPLUS FOR YEAR	<u>43,422</u>	<u>89,619</u>

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
EARLY EDUCATION (EARLY ED) INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Early Education (Early Ed) Inc. (the association) which comprises the statement of financial position as at 30 June 2013 and the income and expenditure statement and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act 2009. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion the financial report of Early Education (Early Ed) Inc. is in accordance with the Associations Incorporation Act 2009 including giving a true and fair view of the Association's financial position as at 30 June 2013 and of their performance for the year ended on that date; and complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act 2009.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describe the basis of accounting. The financial report has been prepared to assist Early Education (Early Ed) Inc. to meet the requirements of the Associations Incorporation Act 2009 As a result; the financial report may not be suitable for another purpose.

Meoli & Co
Flavio Meoli – Partner

Dated

12 November
2013





Email: kdominish@earlyed.com.au
www.earlyed.com.au
Ph. 9897 1511

Early Education (EarlyEd) Inc
Email: kdominish@earlyed.com.au
Postal address: 19/248 Miller St, North
Sydney 2060
www.earlyed.com.au

Centres:
3 Cunningham St, North Sydney • Ph. 9923 2727
17 Virginia St, Rosehill • Ph. 9897 1511