



Learning Scoop

Year Plan

What is a year plan?

- A year plan helps school and early childhood education and care center personnel to get an overview of the year's activities at a glance.
- A year plan is an excellent tool for guiding action at your educational organization: it helps personnel to remember important matters and events, and it facilitates an overall action planning process.
- A year plan also serves as one of quality management tools.
- Management group of your educational organization is responsible for drawing up a year plan.
- In Finland, a year plan is called a 'year clock'.

EXAMPLE OF AN ECEC YEAR PLAN

December 2018

- Developmental discussions with the staff continue
- New Year party
- New Year holiday break

November 2018

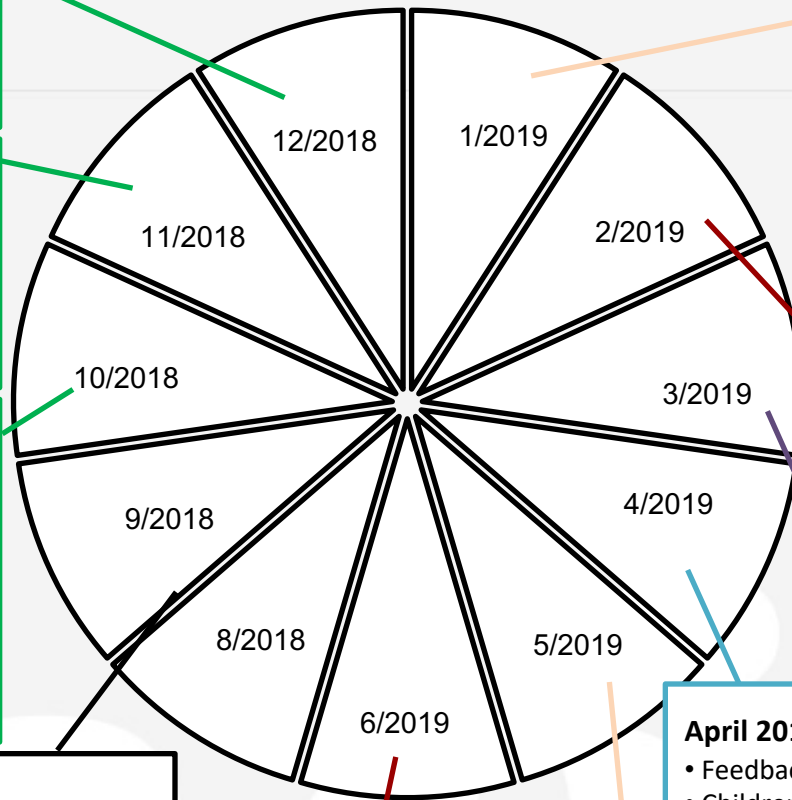
- Group ECEC plan ready
- Developmental discussions with the staff
- In-house staff training
- A survey on care needs during the New Year holiday break

October 2018

- Observations of children and children groups
- Assessment and review of the learning environment
- Children's Individual ECEC discussions + other meetings regarding individual support needs
- Begin Group ECEC plan

August - September 2018

- Children and families get to know a new day care, Child's individual information form
- Day care info brochure update and distribution to new families
- ECEC Development Day. Half day training, Half day as follows: Autumn ECEC action plan, Team agreement, Learning Environment Plan, Safety Plan update, In-house control plan update, other documents
- Observations of children and children groups begins
- ECEC discussions with families start (old children)
- Anti-bullying programmes plan
- Orientation to new employees
- In-house staff training
- Parents' conference/evening
- Photography



January 2019

- Spring ECEC Action Plan
- Assessment of implementation of Group ECEC plan
- Observations of children and children groups
- Developmental discussions with the staff continue
- Customer satisfaction survey
- Assessment and review of the learning environment

February 2019

- In-house staff training
- Observations of children and children groups
- Application process for the next year opens

March 2019

- Parents' conference/evening (if applicable)
- Individual ECEC discussions with families (new children)

April 2019

- Feedback and Development Questionnaire to families
- Children's self-assessment
- A survey on care needs during the summer break
- Evaluation of children's individual ECEC plans and information transfer (if applicable)
- Assessment and review of the learning environment
- In-house staff training
- Assessment of implementation of Team Agreement
- Assessment of the day care ECEC action

June 2019

- New groups of children for the next year formed

July 2019

- Summer break for July

May 2019

- Groups' own assessment of implementation of the year action plan
- Children's information transfer: from group to group, from day care to (pre)school
- Placement of the staff in the groups for the next year
- Spring party



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