

# **Happy Days Community Childcare Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 March 2025**

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2025.

#### **Reference and administrative details**

**Registered charity name** Happy Days Community Childcare Centre

**Charity registration number** 105710

**Company registration number** NI603898

**Principal office and registered office** 14 Garryduff Road  
Ballymoney  
BT53 7AF

#### **The trustees**

Pastor J Payne  
Mrs H Kyle  
Mr J McCrellis  
Mrs H Patterson

**Company secretary** Mrs H Kyle

**Auditor** Aubrey Campbell & Company  
Chartered Accountants & statutory auditor  
631 Lisburn Road  
Belfast  
BT9 7GT

# **Happy Days Community Childcare Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2025**

#### **Structure, governance and management**

Happy Days is a Company Ltd by Guarantee (NI603898) and was established by Ballymoney Church of God on 21st July 2010. We are registered with the Charity Commission for Northern Ireland (NIC105710).

For the purposes of Company Law, the Trustees also act as Directors. Our Board meets on a regular basis in line with our governing document, the Memorandum and Articles of Association. All members are provided with updates including operational and financial reports and minutes are kept of all meetings. During this year, the day-to-day management of the centre is undertaken by the Manager Lyndal Speers and the Deputy Manager Judith Moorhead.

Happy Days is registered by the Northern Health & Social Care Trust and the current registration allows us to have 80 under 5s and 24 school aged children at any given time:

Room 1: Little Treasures 12

Room 2: Precious Pearls 12

Room 3: Gems of Genius 16

Room 4: Ready Rubies 16

Room 5: Little Learners - including sessional Playgroup am only 24

Room 6: Wise Owls - Church (pm term time & all day holiday time) 24

We have a full range of policies in place which provides a robust framework for the strategic and operational activities of the Centre. All policies are kept under review and updates circulated to parents and staff.

Privacy of children, parents and staff is respected and information is only shared on a 'need to know' basis and in line with GDPR and our detailed Data Protection policy. Happy Days is registered with the Information Commissioner.

Happy Days complies with all Recruitment & Employment regulations, ensuring that new staff are selected on merit and that the principles of fairness and equity underpin day to day management of the staff team. Happy Days is registered with the Equality Commission NI and maintains the required records and submits annual returns in respect of this.

As a busy Daycare Centre, we recognise the extensive responsibilities we have to the children in our care and to our staff team. We adhere to all relevant legislation and place great emphasis on strict Health, Hygiene and Safety practice. We have extensive Employer and Public Liability Insurance provided by Ansvar.

Our 'Child Protection & Safeguarding' Policy complies with all relevant legislation and all staff receive training in line with requirements of the Minimum Standards; a number of senior staff act as Designated Officers.

# **Happy Days Community Childcare Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2025**

#### **Objectives and activities**

##### **Purposes**

Our charity's purposes are set out in the objects clause contained in the Memorandum and Articles of Association as follows:

1. To enhance the development and education of young children by encouraging parents/guardians to understand and provide for the needs of their children by:

(a) Offering appropriate play and educational facilities, with the right of the parents/carers to take responsibility for and to become involved in the activities of Happy Days, ensuring that Happy Days offers opportunities for all children, regardless of ability, religion, culture, race or means;

(b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of the needs of such children and their families in the local community;

(c) Providing the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays;

(d) Advance the education and training of the persons who provide such care, education and recreational facilities.

2. To promote such other charitable purposes as may from time to time be determined.

##### **Activities and Public Benefit**

In planning our activities, the Trustees have considered the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped fulfil the overall purposes, and provide benefit to the children and families who use our services.

Happy Days provides day care for children aged from 6 weeks to age 11.

The main activities include:

- Parents and families have benefited from a 'One Stop Shop' with a flexible affordable service tailored to their needs, this includes: half day care, full day care, Pre-school Playgroup, After Schools Club, wrap around care, Nursery & School drop offs and pickups where required and holiday care for school aged children.

- The children are provided with inclusive, sensory, fun and stimulating learning experiences which support and nurture all areas of learning and development.

- The children learn through structured and unstructured play building on individual abilities and specifically developed to maximize and encourage age appropriate developmental milestones.

- Children's confidence and skills are enhanced thereby building foundations for a happy, secure childhood.

- The children benefit from physical play activities where their confidence and coordination are enhanced; they also learn the importance of adopting a healthy diet.

# **Happy Days Community Childcare Centre**

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#### **Year ended 31 March 2025**

- Children learn about tolerance, respect, diversity and inclusion through the use of appropriate resources and activities.
- Staff are provided with training opportunities that enable them to develop individual capabilities, competences, skills and understanding in order to support the children's learning and development.
- Students are provided with placements that enable them to develop the practical skills required to attain professional childcare qualifications.

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

# **Happy Days Community Childcare Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2025**

#### **Achievements and performance**

During 2024/2025, the Centre continued to be a hive of activity with staff providing the highest quality of care to all children entrusted to us. We place great emphasis on underpinning all areas of our service with a spirit of excellence, and we believe that this ensures our reputation as an exceptional childcare provider is sustained.

Our facilities make the best use of indoor and outdoor spaces providing a welcoming and stimulating environment for all children. Throughout the year we refreshed the décor and this has helped enhance the physical environment.

We recognise that our staff team are our biggest asset, doing a tremendous job in helping us fulfil our objectives. We are blessed to have such dedicated and professional practitioners, who always give of their best to ensure that all the children are well cared for. Their qualifications exceed what is required in the Minimum Standards for Daycare and this year we increased our focus in encouraging ongoing professional development, the benefits of this has been tangible, both for staff and the children. At 31st March 2025, we employed 39 members of staff.

The Happy Days family is a diverse one; children come from a wide cross-section of backgrounds including working families, single parents, foster families, parents in education, socially disadvantaged families, blended families and those of mixed race/culture. Some children have SEN statements, others have additional needs and we regularly provide care for children placed through Social Services. We take great care to make sure every family feels welcome and that each child is cherished as an individual.

We take a holistic approach to each child's care thus ensuring that we minimise barriers to participation and fully support a child's right to develop social relationships and learn new skills in an inclusive environment. We recognise that every child's learning journey is unique and we offer a nurturing environment to encourage and support the children to reach their developmental milestones and potential.

At 31st March 2025, there were 102 children registered in our daycare:

- 18 Little Treasures
- 15 Precious Pearls
- 18 Gems of Genius
- 15 Ready Rubies
- 21 Little Learners/Playgroup
- 15 Wise Owls

During the year we had 16 children registered in our self-funded Playgroup. This component of our service is invaluable to families providing continuity of care for the children. Increased parental involvement proved to be mutually beneficial and staff plan to further expand on this.

In October 2024, we invited all our families registered at that time to complete a brief survey about important aspects of our childcare service. There was a 59% response rate and we were delighted that the total responses were 100% positive.

Social Services conducted our annual Inspection in December 2024; they assessed our compliance with the DHSSPS Minimum Standards for Daycare (2012) in terms of Safeguarding, Quality of Staffing, Management & Leadership. The outcome of the inspection was very positive with only three minor issues to be addressed which were subsequently completed.

# Happy Days Community Childcare Centre

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2025

#### Financial review

Good governance practice is embedded in day-to-day financial management and we operate robust controls in order to fulfil all our obligations. We always seek suppliers that offer the best value for money and detailed financial records are maintained. Accounts updates are presented at each Board meeting.

#### Income from Grants

£125 was awarded for intergenerational activity from All Ages/Beth Johnston Foundation, this was utilised by the Playgroup in a Grandchildren and Grandparents Gardening Together project.

We received grant assistance of £3,000 from HSCB/Northern Childcare Partnership allowing us to redecorate the interior of the Centre.

We review potential funding opportunities on an ongoing basis but do not apply for any Lottery grants; no further grants were received within the year.

£1,745 was claimed under the 'Free milk scheme' administered by HSC Business Services Organisation.

#### Commission

We raised £190 in commission through using Tempest Photography.

#### Fundraising for Charities

During the year, families and staff raised £268 for Children in Need and £225 for Save the Children. Further staff donations of £176 were given for Harry's Help charity.

#### Utilities

In assessing where economies could be made in overall running costs we switched from Power NI to Go Power during the year.

#### Income from Fees

In terms of managing cash flow, invoices are issued on a rolling monthly basis so families pay the same amount each month across the year.

We implemented our annual fee increase in April 2024. The increase introduced was calculated to ensure we adhered to the requirements relating to increased rates of Living Wage and to cover the rising costs of supplies and overheads.

In September 2024, we welcomed the introduction of the NI Childcare Subsidy Scheme, one of the initiatives introduced as part of the Early Learning & Childcare Measures. This allows parents who are eligible for Tax Free Childcare to receive 15% discount on fees applied for preschool age children up to a maximum of £167. We implemented the measures required, applying the 15% discount to relevant monthly invoices and subsequently claiming this from the Early Years Organisation who are administering the scheme.

During February 2025, we gave further consideration to how we could maximise income from fees and a number of other practical measures were implemented including:

- The introduction of a settling in fee meaning parents pay a fixed fee of £60 to cover an agreed programme of settling.
- Offering half days where staffing and capacity in the relevant room permitted.



# Happy Days Community Childcare Centre

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### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2025

- Reviewing how the two preschool age rooms are organised to ensure capacity for children's transitions as well as freeing up space for new children.
- On occasions invoking the 1:5 ratio for the 2-3 year old room.
- Applying a 50% retainer where parents wish to remove their children for the summer holidays.
- Capping the number of children catered for in our self-funded playgroup to 16 so that this can be operated by 2 members of staff rather than 3.
- Further promotion of the service for school aged children.
- Additional flexibility to accommodate children in school holidays.

In preparing for the substantial mandatory increase in employment costs to be introduced in April 2025, it was agreed to implement a considerable rise in fees effective from then. The level was agreed to allow Happy Days to meet the shortfall and also allow us to rebuild some reserves while continuing to freshen and update resources and equipment in the Centre. A detailed letter was circulated to all families highlighting the reasons for the increases.

#### **Pre-School Education Programme**

Throughout the year, we continued to lobby the Education Authority for funding for our Playgroup. We suggested that the roll out of the standardisation programme, introduced as part of the Early Learning & Childcare Measures, may impact on the ability of funded groups to run two sessions per day, thereby creating a shortfall. We were informed that our expression of interest is held on file should a shortfall in local provision occur.

The results for the year are outlined on pages 15 - 17.

Overall income for the year was £771,064 (£688,759 2023/2024).

Expenditure for the year was £766,692 (£735,208 2023/2024).

At 31st March 2025 the total funds of the charity amounted to £(£8,726) (2024 (£13,098)).

Having reviewed all the relevant financial information, the Trustees are satisfied that Happy Days continues to be a viable enterprise. They are, however, cognizant of the need to respond to the ongoing challenges faced across the Early Years sector and will continue to consider ways to adapt and modify services accordingly.

#### **Plans for future periods**

Happy Days is committed to the delivery of the charity's key objectives across future periods: providing day care services for children aged from 6 weeks to age 11 and ensuring that the activities help fulfil the overall purposes and provide benefit to the child and families who use our services.

#### **Trustees' responsibilities statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

# Happy Days Community Childcare Centre

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2025

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The trustees' annual report and the strategic report were approved on 4 December 2025 and signed on behalf of the board of trustees by:



Pastor J Payne  
Trustee



Mrs H Kyle  
Charity Secretary