

# Implementation of Preschool Program Management in West Lombok PAUD Institutions, Indonesia

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**Abstract.** The research aims to describe the implementation of PAUD program management in West Lombok. Then, prepare the design and steps for research, such as planning, organising, implementing, and evaluating/controlling all PAUD programs. The research approach used in this research is qualitative research, and data was collected using interview, observation, and documentation techniques. Qualitative data from research results are analysed descriptively and qualitatively. In qualitative research, the stages of data analysis include the following: 1) Data Reduction, 2) Data Presentation, and 3) Conclusion drawing. In addition, data validity tests such as transferability and confirmability were carried out. The research results show that PAUD program management in West Lombok PAUD institutions has gone quite well, marked by the implementation of 4 management functions: planning, organising, implementing and supervising existing programs in PAUD institutions.

**Keywords:** Implementation; Early Childhood Program; Management.

## INTRODUCTION

The community has implemented the PAUD program management in managing PAUD institutions in Indonesia for several decades. However, the implementation of PAUD still needs to improve, which causes limited reach, different types of services, and gaps in children's essential needs, among others: 1) Services have yet to be integrated into each institution. 2) The quality of management could be better than that of a professional. 3) Inadequate service facilities. 4) Services do not meet all aspects of children's needs. 5) Understanding of the importance of the PAUD program from stakeholders (both policymakers, organisers, the community, and parents still needs to be improved) [1].

Good management certainly requires mature processes and readiness to create quality PAUD institutions in West Lombok. The research was carried out with the hope of successfully improving the management of PAUD program management concepts. Based on the description above, a comprehensive study is needed to create an overview of how to implement PAUD program management and how to solve the problems faced to develop a concept for solving problems.

The specific objectives are first to describe the understanding of PAUD program management at West Lombok PAUD institutions, second to describe PAUD program management planning at West Lombok PAUD institutions, third to explain the implementation of organising PAUD program management at West Lombok PAUD institutions, fourth to describe the implementation of PAUD program management in West Lombok PAUD institution and finally describing the implementation of PAUD program management supervision at the West Lombok PAUD institution.

## METHOD

This research approach uses a descriptive qualitative research approach. Authors [2], explains that descriptive qualitative research uses questions starting from general ones, then tapering off and becoming detailed. This research provides the broadest possible opportunity for participants to express their thoughts and opinions without any restrictions by the researcher. The researcher then details the information obtained so that it is centralised.

This is due to emphasising participants as the primary data source. The final results of qualitative research are expressed as a written report.

Meanwhile, the method used is a case study. The author [3] states that the case study method is research carried out on a case that has high specificity and uniqueness. This research focuses on the activity or problem deeply tied to its locus (site case). The data obtained is data that can be a representation of similar events or facts. This research is intended to photograph and explain the characteristics of those studied. The type of data collected is qualitative data consisting of primary data and secondary data regarding the implementation of PAUD program management, namely planning, implementation and evaluation at PAUD institutions in West Lombok. This research was carried out from April 2022 to the end of November 2022 at a PAUD institution unit in West Lombok.

The subjects of this research are PAUD institutions consisting of school principals, PAUD institution managers, and teaching and education staff at West Lombok PAUD institutions for the 2021/2022 academic year. The data analysis technique used is the data collection stage, namely, 1) Data Reduction, 2) Data Presentation, and 3) Drawing Conclusions.

## RESULTS AND DISCUSSION

After researching to collect relevant data regarding the research topic, research findings were obtained that answered the problem formulation. The findings include understanding PAUD program management in West Lombok PAUD institutions and organising or distributing tasks to each existing teacher and/or teaching staff. Implementation of the planned programs starts from the time students enter school until the semester ends. The implementation of these programs is always maximised by the school so that students receive optimal and good service. After implementation, remember to carry out direct supervision and evaluation by the school principal regarding all existing aspects. This is done so that daily improvements can be made and existing deficiencies or obstacles can be minimised.

PAUD program management planning at West Lombok PAUD institutions. The planned programs include religious literacy activities, Hajj

rituals, outing classes, cooperation, gymnastics, field trips and additional programs such as SDIDTKA (Stimulation, Detection, Early Intervention in Child Growth and Development) and Posyandu. Among these programs, some are the school's primary program and additional programs that collaborate with outside parties. The main programs and additional programs are as follows: The school's main program is divided into weekly and annual programs. Some of the programs included in the weekly program are religious literacy, gymnastics, and cooperation.

Meanwhile, monthly or annual programs include outing classes, field trips, and Hajj rituals. Planning for the main programs at PAUD schools in West Lombok is carried out at the start of the new semester. Furthermore, there are additional programs. Additional programs in collaboration with external parties are SDIDTKA and Posyandu in partnership with the community health centre. The planning process for this additional program is not carried out by the school but is carried out by the community health centre. The school is waiting for information from the community health centre regarding the program's implementation.

Organising PAUD program management at West Lombok PAUD institutions. Organising is carried out directly by the school principal. However, in some programs, the group head in office shares implementation with other schools. To distribute tasks to each class, the teachers at the school take turns. The duties and authority of each teacher, apart from being involved in the program planning process, is that they are trusted directly to manage their respective classes without being taught what they should be like. The principal, as a coach, guides, directs and monitors. The school principal's authority in the programs implemented is to correct deficiencies in the activities carried out, such as lack of teacher readiness and monotonous learning. The principal also accompanies the teacher in the classroom. For additional programs, teachers accompany the community health centre to carry out examinations and provide vitamins and worm medicine to all students.

Implementation of PAUD program management at West Lombok PAUD institutions. Implementation of the planned programs is carried out in accordance with the schedule stated in the existing semester planning and program. The religious literacy program is

carried out every Tuesday, Wednesday, Thursday and Friday. From Tuesday to Thursday, the activity consists of reading a short surah before starting the main activities in class. Meanwhile, on Friday, imtaq activities are carried out. Gymnastics and cooperation activities are carried out every Saturday to clean the school area where the activity starts with group exercise and then cooperation. The outing class program is carried out according to needs and is adjusted to the student's current learning theme. Outing classes can be held inside or outside the school environment.

For example, at TKN 3 Gerung school, they conduct outing classes within the school environment by planting and harvesting nuts in the school area. Meanwhile, implementation outside of school can invite children to go to the community health centre or police station close to the school to do an outing class about careers; Pertiwi Gerung Kindergarten does this. The field trip program is held once a year. This program is usually carried out by visiting places that can provide direct learning to children. As was done at TKN Pembina Gerung, a field trip was carried out by visiting a pottery-making place in Banyumulek in February 2022. This activity involves all students, parents, teachers, and the principal. The community health centre carries out the SDIDTKA and Posyandu programs by checking the child's weight, head circumference, and height and administering vitamins and worm medicine. This program is carried out twice a year involving a team of doctors and the nutrition department at the community health centre, which teachers at each school accompany. Not only do they carry out examinations and administer vitamins and worm medicine, but the community health centre also takes follow-up action for students whose conditions require further care or attention.

Supervise PAUD program management at West Lombok PAUD institutions. Supervision of existing programs is carried out directly by the school principal. Supervision is carried out in stages as activities are completed. Things that are evaluated are related to obstacles when holding the program, such as how the parents respond when holding the program whether they agree or disagree. Each evaluation result is communicated back to the student's parents, including taking in input from the student's parents. Then, the evaluation results will be used to consider further planning.

Understanding of PAUD Program Management at West Lombok PAUD Institutions. Something that still needs to be improved in management understanding for school stakeholders in West Lombok PAUD institutions is the importance of documenting all management processes that have been implemented. The intended documentation includes attendance lists, evaluation results, and minutes of meetings that have been held. Meeting results and other documentation are unnecessary because stakeholders can remember the meetings or evaluation results carried out previously. However, documentation is necessary as physical evidence of what has been done and as a guide in making future actions or decisions. Seeing these problems, further action is needed, such as training or workshops for school stakeholders to understand management better.

PAUD Program Management Planning at the West Lombok PAUD Institution. Preparing plans is an activity that is carried out first time in the management process. Planning concerns prepare matters regarding future trends and determine the appropriate efforts to implement targets and objectives. Success planning is closely related to the overall success of management activities. Therefore, planning must be done carefully and to the best of its ability in planning existing programs at PAUD institutions. The author [3] states that planning education is a whole process of estimating and thoroughly determining what will be done in education to achieve future educational goals. The program planning stages at the West Lombok PAUD institution are carried out by holding meetings and deliberations with schools in the same cluster. The group head chaired the meeting and discussed what programs would be implemented in one year. All teachers from each school attended the meeting in the same cluster. The planned programs include weekly programs and annual programs. The weekly program consists of religious literacy activities, gymnastics and cooperation, which are carried out in each school. Meanwhile, the yearly programs are outing classes, field trips, posyandu, and SDIDTKA in collaboration with the community health centre.

Organising PAUD Program Management at the West Lombok PAUD Institution. Organising is intended so all parties know their duties, authority, and responsibilities. With a clear, professional division of tasks and proportional means, officers can understand their duties and

foster cooperative relationships. The school principal carries out the organising process with the existing teachers. The principal and the teacher agree on each teacher's duties and authority in the school. Which teacher is responsible for which class, and what is the authority of each teacher? A teacher responsible for a class is tasked with providing learning materials to students and implementing existing weekly programs. Programs implemented in each class, such as the religious literacy program, are usually carried out every Tuesday through Thursday. If the program is implemented collectively with all students at the school, it will be the responsibility of all stakeholders at the school.

Implementation of PAUD Program Management at West Lombok PAUD Institutions. The program has been planned to be carried out from the first day of school. Program implementation begins by involving all school stakeholders. Teachers carry out their duties and authority as determined in the previous organising process. Likewise, the type of program implemented follows previously planned programs. The programs implemented include a religious literacy program. This program is divided into 2, namely imtaq and memorising short verses. This program is held every Tuesday through Thursday to memorise short verses and to carry out imtaq every Friday. Next is the exercise and cooperation program, which is held every Saturday. Gymnastics and cooperation are held. This activity is carried out to train children's motor skills.

The implementation is preceded by the morning exercise first; then once it is finished, it is continued with cooperation in collecting rubbish in the school environment. Next, the outing class program is held every time an outing class discusses a theme. This activity can be done

inside the school environment or outside the school environment. Implementation within the school environment is carried out by utilising what is around the school environment. Field trip program This program aims to introduce children to new things and train their motor skills. This activity is usually carried out once a year. Field trips are usually carried out in educational tourism places that are safe for children, and the last one is the SDIDTKA and Posyandu Program. This program is carried out in collaboration with the local health centre. This implementation is carried out twice a year. This activity involves measuring height and head circumference, weighing, and administering vitamins and deworming medication.

Supervision of PAUD Program Management at West Lombok PAUD Institutions. Each school principal supervises existing programs at West Lombok PAUD institutions. The principal periodically monitors each teacher and existing programs so that implementation runs according to plan. It is not uncommon for school principals to be directly involved in implementation if obstacles or things need improvement. Evaluation is carried out at the end and periodically, especially regarding the challenges teachers or students face in implementing existing programs.

## CONCLUSIONS

The implementation of PAUD program management at the West Lombok PAUD institution has been going quite well, as marked by the implementation of 4 management functions, namely planning, organising, implementing, and supervising the programs at the institution.

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