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AN ASSESSMENT OF AVAILABILITY AND UTILIZATION OF PRESCHOOL RECORDS IN ILORIN WEST LOCAL GOVERNMENT AREA OF KWARA STATE

By

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Abstract

The study examined an assessment of availability and utilization of Preschool Records. Therefore, descriptive survey design type was adopted, the population comprised private and public primary schools and pupils. Simple random sampling technique was used to select twenty (22) public Primary schools out of sixty-one (61) and ninety-eight (98) private primary schools out of two hundred and sixty-six (266) in which one hundred and twenty 120 Schools were randomly selected. 120 schools were randomly selected as sample size. The instrument was tittle, Assessment of Utilization of Preschool Records observation (AUPRO) and availability of preschool records observation checklist (APROC). Face and content and validity were done by experts. Pearson Product Moment Correlation of Co-efficiency (PPMC) was used to determine the reliability index which was (r=.79) The data collected were analyzed using descriptive statistics of frequency counts, percentage, and mean research question while inferential statistics of t-test was used to test the hypotheses. The findings shown that records are available in and the extent of utilization of preschool records and it can be concluded that preschool records are available and result also revealed the extent of utilization of preschool records in Ilorin West LGA of Kwara State was high, recommended made, seminars on the maintenance of school records should be intensified by both state and federal Governments.

Keywords: availability and utilization of school records

Introduction

As enrollment in schools increases globally on a daily bases, the available resources may become over-stressed. The situation becomes even more frightening when universal education program in Nigeria is being implemented. Therefore, adequate record keeping of the human and material resources is needed to address the issue of ever-increasing enrollment. As well as the need to provide schools with human and material resources that can help them achieve sustainable educational objectives. Ololube (2012) opines that the rising cost of running school systems leaves some schools with low quality and inadequate human and material resources. This is because there is no cheap education the world over. Thus, the need for alternative ways of utilizing slim resources to attain set objectives makes school record keeping imperative. The complexity in school administration, its constraints, contingencies, and other difficulties also make recording keeping a necessity (Nwaoku, 2005; Obi, 2005; Ololube, 2011). The scarce resources in schools may be wasted if their utilization and underutilization is not properly recorded (Usen, Udofia, & Offiong, 2012; Ololube, 2009).

Ibara (2010) asserts that without records there can be no accountability. He further maintains that quality performance, task accomplishment, and measurable outcomes are increasingly important responsibilities, all of which depend on the accessibility of usable records. Without access to records, it is virtually impossible to determine responsibility for actions and to hold individuals accountable for their actions. According to Osakwe (2011), school records are official documents, books and files containing essential and crucial information of actions and events which are kept and preserved in the school office for utilization and retrieval as needed. Such records are kept by principals, teachers, counselors and administrative staff. According to Ololube (2013), school records can thus be said to comprise all existing and accessible records, books, files and other documents containing useful information that relates to what goes

on in the school system.

Durosaru, (2002) describes school records as official documents, books and files containing essential and crucial information on actions and events which are kept and preserved in the school offices for retrieval and utilization of information when the need arises. Some of the major school records include students personal files, staff record book, logbook, visitors book, class attendance register and inventory book to mention few. Egwunyenga, (2009) observes that not all information can be considered as record until they satisfy such characteristics such as genuinely and authenticity, which is the information must be true, correct, original, comprehensive, accessible and secured. Fassasi (2004) opines that school record management is meant to enhance the performance of secondary administrations. Adequate record management programme coordinates and protects institutions records, sharpens the effectiveness of records as a management memory which controls the time, equipment and communication problem.

Alausa (2003) identifies record keeping as a cardinal problem of continuous assessment implementation as records have to be accurately and meticulously kept over a long period of time in a form that will enhance easy retrieval, if the assessment technique is to be effective. He also posited that continuous assessment is generally known to be accompanied by the use of many more instruments of evaluation and hence implied more marking, grading and recording. Now that the basic education is to last three more years than the former primary education, it is compulsory and all inclusive, record keeping may constitute a stronger challenge to teacher performance and educational management in Nigeria and other countries where similar programmes are executed.

Berkeley Parent Network (2009) asserts that private schools vary widely, and the level of parental involvement varies from one private school to the other. What is important for a parent is to choose a private school that has characteristics that match

what they are looking for as a family. Parents pay for the cost of educating their children in private schools and therefore tend to be more involved in dictating what the schools offer than parents whose children are attending public schools (Olasehinde & Olaoye, 2014). Better understanding of the effect of school characteristics on learning important because policy can influence the characteristics of public schools, as well as the cost of private schools through vouchers and scholarship. Study of school type has demonstrated school type as either government, catholic or independent school. Ajayi (2005) in his own study reveals that school type makes a difference in pre-school cognitive development. However, Keeves (2007) accedes that type of school did not make contribution to pre-school education social and cognitive development.

A number of researchers (Olalere,2007, Alamu & Adeleke,2016), have worked on assessment but more of these researchers investigated into the record keeping practice of primary school teachers and assessment of provision and maintenance records in primary school. Also, their study did not cover the locale where this study would be carried out and this is one of the gaps this study intends to fill.

Statement of the Problem

Record is one of the basic functions of school administrators and cannot be over emphasized in any way. The continuity of any school organization depends on the available and accessible of records of past activities. In view of the importance of records in the administration of secondary schools, the education law in virtually all states of the federation requires that every school must keep certain specified records. However, in spite the fact that preschool records have significant influence in day to day school running activities, some preschools do not have records that will make them up to date, and also have capacity of making the preschools having highly recognize success but there is no availability of records let alone utilizations of preschool records, the school

stakeholders through different seminars and workshops have contributed immensely in order to put a lasting solution to the under- utilization of preschool records and making more provision for records but the situations is still looming, more so, if nothing is done to curb the shitty issues the education sectors will still be recording high numbers of ghost workers.

Finally, researchers investigated the record keeping practice of primary school teachers and assessment of provision and maintenance records in primary schools. Also, their study did not cover the locale where this study was carried out and this is one of the gaps this study intends to have filled.

Research Questions

1. Are preschool records availability in Ilorin West LGA of Kwara State?
2. What is the extent of utilization of preschool records in Ilorin West LGA of Kwara State?

Research Hypotheses

The following hypotheses were generated and were tested in this study.

H_o1: There is no significant difference in the available preschool records based on school type.

H_o2: There is no significant difference in the utilization of preschool records based on school type.

Methodology

The research work for this study is the descriptive survey research design. The population for this study was all primary school teachers in Ilorin West Local Government Area of Kwara State. Simple random sampling technique was used to select twenty-two (22) public Primary schools out of sixty-one (61) and ninety-eight (98) private primary schools out of two hundred and sixty-six (266) in which one hundred and twenty (120) schools were randomly selected. 120 schools were randomly selected as sample size (schools). The researcher developed the instrument, Assessment of Utilization of Preschool

Records Observation (AUPRO) and observation checklist which consisted of series of yes or no questions where the respondents specify yes or not the itemized name of records, availability of preschool records observation checklist (APROC). The instruments were given to the experts in the Department of Early Childhood and Primary Education to help make necessary corrections before it was finally used or approved so as to give the instrument both face and content validity. The instruments were administered and re-administered within the interval of two weeks to the same set of respondents. Pearson Product Moment Correlation of Co-efficiency (PPMC) was used to determine the reliability index and the validity index 0f (r=.79) was obtained. The data collected were analyzed using descriptive statistics of frequency counts, percentage, and mean research question while inferential statistics of t-test was used to test the hypotheses.

Results:

Research Question 1: Are preschool records available in Ilorin west LGA of Kwara State?

Table 1: Availability of Preschool Records in Ilorin West LGA, Kwara State

S/N	ITEMS	MEAN	DECISION
1	Admission and withdrawal register	2.000	Available
2	Child folder containing bio -data, health records	1.950	Available
3	Attendance register	2.000	Available
4	Log book	2.000	Available
5	Teachers record book	2.000	Available
6	Visitors book	2.000	Available
7	Time book	2.000	Available
8	Movement books for both teachers and children	2.000	Available
9	Continuous assessment /test records	2.000	Available
10	School timetable	2.000	Available

Decision: Not Available (1.00-1.49) Available (1.50-2.00)

Table 1 shows that preschool records are available in Ilorin West Local Government Area of Kwara State. The following records are available: Admission and withdrawal register (mean = 2.00), Attendance register (mean = 2.00), Log book (mean = 2.00), Teachers record book (mean = 2.00), Visitors book (mean = 2.00), Movement books for both teachers and children (mean = 2.00), Continuous assessment /test records (mean = 2.00), School timetable (mean =2.00), Child folder containing biodata, health records (mean = 1.95).

Research Question 2: What is the extent of utilization of preschool records in Ilorin west LGA of Kwara State?

Table 2: Extent of Utilisation of Preschool Records in Ilorin West LGA, Kwara State

S/N	ITEMS	MEAN	Decision
1	Every staff sign attendance register as at when due	2.923	Utilised
2	The teachers conduct continuous assessment /test records	2.859	Utilised
3	Teachers and pupils use movement book always	2.859	Utilised
4	The school makes use of admission and withdrawal register	2.859	Utilised
5	The school uses health record anytime staff and pupils are sick	2.846	Utilised
6	The school make sure every visitor sign visitors book	2.833	Utilised
7	Teacher makes use of record book	2.795	Utilised
8	Teacher sign in and out the time book	2.872	Utilised
9	The school makes use of child folder containing bio -data, health records	2.795	Utilised
10	School makes use of movement books for both teachers and children	2.705	Utilised
Weighted Average = 2.83			

Decision: Not Utilized (1.00-1.49) Utilized (1.50-3.00)

Table 2 shows that the extent of utilisation of preschool records in Ilorin West LGA of Kwara State is high (WA = 2.83). The detailed analysis is as follows: Every staff sign attendance register as at when due (mean = 2.93), Teacher sign in and out the time book (mean = 2.87), The teachers conduct continuous assessment /test records (mean = 2.86), Teachers and pupils use movement book always (mean = 2.86), The school makes use of admission and withdrawal register (mean = 2.86), The school uses health record anytime staff and pupils are sick (mean = 2.85), The school make sure every visitor sign visitors book (mean = 2.83), The school makes use of child folder containing biodata, health records (mean = 2.80), School makes use of movement books for both teachers and children (mean = 2.71).

H01: There is no significant difference in availability of preschool records based on school type.

Table 3: Summary of T-test showing Difference in Public and Private Preschool Records Availability

Variable	N	Mean	Std.D	T	df	Sig.	Remark
Availability of Records Public	98	19.889	0.0000				
				1.112	118	0.020	Significant
Private	22	20.000	0.3333				

Table 3 shows that there is a significant difference in public and private preschool records availability in Ilorin West LGA of Kwara State (t = 1.11; df = 118; p<0.05). Therefore, hypothesis 1 is rejected.

H02: There is no significant difference in the utilisation of preschool records based on school type

Table 4:Summary of T-test showing Difference in Public and Private Preschool Records Utilisation

Variable	N	Mean	Std.D	t	Df	Sig.	Remark
Utilisation of Records Public	98	27.556	0.7265				
				-0.021	118	0.258	Not Significant
Private	22	27.546	1.2933				

Table 4 shows that there is no significant difference in public and private preschool records utilisation in Ilorin West LGA of Kwara State (t = -0.02; df = 118; p>0.05). Therefore, hypothesis 2 is not rejected.

Discussion of the Findings

The findings of this study revealed that Preschool records are available in Ilorin West Local Government Area of Kwara State. This figure indicated that preschool records are available in the primary schools in Ilorin West Local Government Area of Kwara State. This is in tandem with the study of Odeniyi, and Adeyanju, (2020)Research findings revealed that the various record books used in schools include: logbook, attendance register, lesson plan, syllabus, staff movement book, visitors' book, admission, and withdrawal register, to mention a few. It was also revealed in the findings that most of the records in school are not properly kept. Also, timely supply of school records, availability

of funds, teachers' training, and proper back up of records were the solutions proffered by respondents.

Conclusions

The study shed light on an assessment of availability and utilization of Preschool Records in Ilorin West Local Government Area of Kwara State. The findings of the study revealed that Preschool records are available in Ilorin West Local Government Area of Kwara State and result also revealed the extent of utilization of preschool records in Ilorin West LGA of Kwara State is high,

Recommendations

Based on the findings and the conclusions drawn in this study, it is recommended that

1. It is further recommended that government should create a conducive atmosphere for proper records management through provision of Information and Communication Technology (I.C.T) centres, computers, record office cupboards, shelves and training of personnel to ensure judicious documentation of record in primary schools
2. Teachers seminars on the maintenance of school records should be intensified by both state and federal Governments

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