**Operations Report – Q4 2024**

**CONTOSO LLC**

**Efficiency Metrics**

* **Classroom Utilization**: 85%, up from 80% in Q3.
* **Staff-to-Student Ratio**: 1:10, meeting industry standards.
* **Operational Cost per Student**: RM 600/month, down 5% from Q3.

**Supply Chain and Logistics**

* **Daycare Meals**: Reduced costs by 20% (Q4: RM 4,150 vs. Q3: RM 5,795) via new supplier contracts.
* **Delivery Schedules**: Achieved 100% on-time supply deliveries.

**Quality and Compliance Updates**

* **Ministry of Education Audit**: 90% compliance score, up from 85% in Q3.
* **Safety Protocols**: Implemented enhanced sanitation measures, zero incidents reported.

**Process Improvements**

* **Attendance Tracking**: Automated system saved 10 hours/week.
* **Parent Communication**: Mobile app adoption reached 80% of parents.
* **Q4 Operational Spend**: RM 3,989.85 (Nov: RM 1,686.90, Oct: RM 2,302.95), within budget.

**Operations Goals for Q1 2025**

* Increase classroom utilization to 90%.
* Reduce operational costs by 10% through energy efficiency.
* Expand supplier contracts to cover new facilities.