

## Kylie Pearson

---

**Subject:** John pit stop  
**Location:** Childcare office  
  
**Start:** Fri 1/07/2011 9:30 AM  
**End:** Fri 1/07/2011 9:45 AM  
**Show Time As:** Tentative  
  
**Recurrence:** Weekly  
**Recurrence Pattern:** every Friday from 9:30 AM to 9:45 AM  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Jacqui Barnat  
**Required Attendees:** John Lord

When: Friday, 1 July 2011 9:30 AM-9:45 AM (UTC+10:00) Canberra, Melbourne, Sydney.  
 /here: Childcare office

Note: The GMT offset above does not reflect daylight saving time adjustments.

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

Pending items from previous pit stop 10/6/11;

- Bus waivers all signed by parents
- Debtors; emailed sent out last week. calling all remaining debtors today during admin. Reinforcing procedure of emailing statements every 2 weeks; 'Service providers obligation for CCB purposes'. Any overdue families have hard copies posted. Statements not to be printed and left at the centre on parent desk.
- Enrolments for vac families – update BASC attendance for vac; enrolments needed; Bishop, Karam, Condon, McCaffrey-Moors, Stonestreet, Mahoney

re; timelines for the term, what memo items have not been addressed? Not addressed

Policy folder review – what policies are missing from folder? Check index and record any missing, Danielle to assist.

How is everything going? Centre, work e.t.c? – everything is good

Is there anything you need from me? – incident/accident report copies, do children need to wear broad brimmed hats in BASC also? Jac to follow up

Do you have any training needs? – Food Handling, Child protection (John to check certificate if expires), Danielle doesn't have??

Are you finding the job challenging? – job not challenging just all other stuff going on.

Are you interested in taking on any more responsibilities? – not at this present time. Jac mentioned if in future Coordinators are interested in learning aspects of my job or picking up some extra tasks that Jac would normally do more than happy to teach, professional development.

Have you completed this week's centre report and have you encouraged other staff to take part? – yes completed dropping into office today

Other business;

- Vac care posters for centre theme days completed
- AASS term 3; John to self deliver, Danielle to help with programming. Fax confirmation before end of this week.

- Faccini outstanding fees, was supposed to pay last Fri did not come in. Has promised to pay in the YMCA next week Jac and John to keep an eye out for payment, John to call her if no payment received before end next week.
- Trestle tables at centre, working well.
- CCR explanation
- Leave form for today needs completing
- John's pat rate is still old rate, Jac to follow up with payroll.
- John 2 hrs admin 2<sup>nd</sup> week of school holidays; John to confirm day and time before end week one holidays.
- Community coaches training wed 6<sup>th</sup> John completed paperwork already and Jac received, John to complete online component. all paperwork completed 1 week prior to attending session.

Action items for next pit stop. 15/7/11

- John checking if child protection cert expires
- John + Dan Listing of missing policies from centre folder
- Jac food handling training, John rate of pay check
- Jac accident report copies