



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

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## Childcare Staff Meeting

### Meeting Agenda

**Date –Tuesday 29<sup>th</sup> 2011 at 1-2:30 pm**

**THIS IS ANNEXURE "G"  
TO THE STATEMENT OF  
LIAM JOSEPH WHITLEY  
DATED 22 OCTOBER 2013**

**Attendees:** Alicia, Kara, Jac, Erin, Anna, Susan, Chloe, John, Brooke A, Steve,

**Apologies:** ,Michelle, Shannon, Britt, Reb, Simone

#### Ice Breaker –

#### **1.0 Minutes received and accepted of previous meeting**

- Any previous business arising from previous minutes.

#### **2.0 Presentations** Themed crafts.

#### **3.0 Items for discussion / decision**

##### 3.1 Special needs inclusion; Susan Spruce

- Enrolled so far Elodie, Nicholas & Raphael, Cristian and Sarah yet to enrol.
- Anna has worked with the boys so far and feels they do not respond. Limit choices as they are still learning making the right choices. Watch language using with them...limit using 'ok' at the end of the sentence.
- Special needs folder with activities, time filler, and communication book.
- Erin contacted Vision Aust. Seeking support for Elodie; felt they could not offer anything additional to what we were already doing. Arrange meeting with mum before this upcoming holiday....what's mum doing? One handed holding for moving her around the environment. Additional worker to help transition Elodie but once at the activity staff member to let her be involved in the activity with carer sitting side by side all the time. Staff to communicate they are leaving her for a bit. Repeat this a couple of times throughout the day. Be descriptive with language communication.
- Erin will bring down school PE trailer for the kids to use the equipment. Chat with mum and ask to encourage toileting. Erin has compiled a list of activities/crafts that they can do.
- Erin to contact the schools of each of the children to find out where there at – parent permission.
- Sarah a bit stubborn, will put her foot down if doesn't want to do something. Not good with change, needs, communicate what's happening next. Use visual cards for her in the daily routine. Susan to organise...
- Cristian toileting ok. Not chasing him seemed to worked ok.
- Susan will research some websites with sensory crafts.
- Staff communication/evaluation book for special needs children list what worked well what didn't.

##### 3.2 Special needs folder, signing registries, service support plans, Lady Gowrie resource Library, evaluations of daily activities.

##### 3.3 Late & early shift responsibilities – Jac to update the format and re issue to all staff.

- Opening Procedure – pickup of keys & rolls, set up of environment, evaluations. One staff will be rostered on from 6:45am allowing time to collect keys and open up before families arrive.

## YMCA of Sydney

- Closing procedures – bins out at end of day, floor swept and mopped, toilets cleaned and locked, keys returned to YMCA. Evaluations. Closing checklist, set up of environment for next day. 5:50pm spray toilet and wash out with hose.
  - Jac Meet with Rodney to get use of the disabled toilet.
  - Staff are to take responsibility for collecting anticipating future shifts in case the need to collect keys. Staff also to take responsibility for asking another staff member on shift to show them lock up and opening up ie/ using the alarm.
- 3.4 Lets recap on some points to remember from last meeting; supervising children, staff signing in and out each day
- 3.9 Communication book
- 3.1.0 Daily paperwork/receipts.  
All paper work is to be completed and returned to the folder in the individual day, including parent sign in out sheets.  
Receipts for the excursions must be placed in the plastic sleeves along with excursion logs and evaluations.
- 3.4 Staff recognition  
All staff are to vote one coordinator and one assistant per term and holiday period, on staff members who display the YMCA 4 core values in daily work practices. HONESTY, RESPECT, CARING and RESPONSIBILITY. Staff will be recognised at this time with and awarded small token, at the end of the year top 3 staff who received the most votes throughout the year will be nominated for the whole childcare team to vote on. The winner will be crowned as the annual 'OSHCAR' be recognised though the childcare team, management and be awarded a prize to show appreciation for the hard efforts throughout the year.
- 3.5 Vehicle log books  
Staff to initial and complete the log books daily when using the YMCA vehicles.
- 3.6 Personal phones.  
Personal mobiles are not to be used whilst on shift. The only time they will be accepted for use is if the centre phone is not working. At this point Jacqui is to be notified immediately to seek repair of the phone or issue credit.  
All centre phones are to be bought into the YMCA Friday of week 10 in preparation of use during the school holidays. Caringbah Public phone needs to be used for Incentre at Laguna St only as the battery does not last long enough to be out of centre.

**Standing Items**

- 5 minute whip around of what is happening in accreditation

**Items for Information****Items not originally on Agenda**

- Centre phones all brought into YMCA Friday last week

**Meeting Review**

**Next meeting** Tuesday May 3<sup>rd</sup> 2011 12:30-2:30pm

**Meeting close** 2:30pm