



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

Memo

To: Childcare staff
From: Childcare co-ordinator
Date: 18th June 2010

SUPERVISORS:

- Can you please make sure that you have charged families on Qikkids till the end of the term and start chasing up full term payments.
This term instead of printing outstanding debtors in the front office for admin staff to collect before Vac care bookings I would like you to 'FLAG' the families accounts on the Vac Care data base. Please see me late this week or early next week so I can show you how to do this.
- Also, in the front office there will be a list of all BASC families that have booked in for the holidays and require a copy of their 2010 children's services enrolment form given to the office. Please make sure you are keeping an eye on this list and collecting any enrolments that are required.
- 'Keep them Safe' policy update. Please add this to your centre policy folders.
- 'Keep them safe' newsletters. Please collect them from your trays and make up a folder to store them in from now on.
The 'Keep them safe' information is very important and must be kept on the premises to be produced when validators ask for it.
- With the centres redevelopments, the programs that the centres are offering will increase across all areas; this means that the office staff will constantly be busy. All outer centre staff please help the office staff by calling up at 2:30pm or 3pm when you 1st get into afterschool care to get any messages that you may have from the day.
- KPI's for last week;

St Pats	BSC ↑ 1	C'Bah	BSC ↑ 11	LP	BSC ↓ 5
	ASC ↑ 14		ASC ↑ 18		ASC ↑ 9
OLF	BSC ↓ 13	Lag	BSC ↑ 14		
	ASC ↑ 13		ASC ↑ 15		
- The works are almost finish in the back office so supervisors will finally have an office space to work from, YAY! Can you all please reconfirm your admin hours with me at some stage?
- **PLEASE MAKE SURE I HAVE YOUR CENTRES AFTERNOON TEA RECIEPTS NO LATER THAN 12PM WEDNESDAY EACH WEEK. THIS GIVES ME ENOUGH TIME TO COMPLETE THEM ON**

TIME ESPECIALLY WHEN I HAVE TASKFORE, ROSTERS AND TIMESHEETS ON THE SAME WEEK.

ALL STAFF:

- YMCA annual sports day is almost here. The following staff will be representing Caringbah Y next Friday in, soccer, netball, ultimate Frisbee and oz tag. Please wish the following staff luck...not that we will need it...GO CARINGBAH!!!!

Kate Banks	Steve Wilson	Andrew Mackey
James Hall	Brooke Cunliffe	Brendan Owens
Erin Nicholson	Kierren Stuart-Watt	Shane Demir
Brad Broom	Sheree Ockwell	Jacqui Barnat
John Lord	Holly Shobrook	

I will organize the bus and car to take us all together we will be leaving at about 10-10:30 from Caringbah as the day will be held at NCIE. Please see me if you can't make this time.

- Please remember the childcare training day next Saturday 26th June 10:30am – 4pm at NCIE Redfern. Staff have been asked to bring along some recycled boxes that they have collected to help out with one of the craft activities.
I am happy if someone wants to drive the bus as there will be bus parking available to use, unfortunately I will not be coming with you all, but I will see you there!
- Is anyone interested in doing Crèche Friday 25th June 9:30am – 12pm? Please come see me a.s.a.p as I have no one at this stage.
- When completing your timesheets please remember to add down and across all the columns, it makes it easier and quicker when I am signing off on timesheets.

Thank you
Jacqui Barnat
Childcare Co-ordinator