

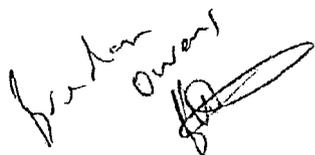
Brendan Owens

From: Jacqui Barnat
 Sent: Thursday, 4 November 2010 4:42 PM
 To: Brendan Owens

Attachments: **Week 6 of term 3 (26th Aug)** all staff were given listing of vac care jobs. John was asked to complete check and restock of 1st aid Vac bags by end week 7 (3rd Sept). I asked him if it was done on Thursday of week 8 (9th Sept) and he said not yet. His Validation surveys not photocopied or distributed. information given and had quick briefing meeting with him to explain the process and requirements week 9 of term 2.; **Thursday 4th Nov 2010** John text messages me at 3:10pm saying they only had 30 children so the 3rd staff member is not needed (3rd staff member was due to start at 3pm) I wrote back to John quickly as I was stopped in car lines doing bus run, saying that i; **Monday 25th October 2010** I entered the creche room and noticed John was sitting in there at one of the tables doing some drawing surrounded by children. i asked him what he was doing and he replied he was doing admin. At this time it was about 10:15am and; **Monday 25th October (week 3)** I was looking over the Qikkids rolls and noticed that the numbers for St Pats ASC had dropped and were low for the past 2 weeks. John had not notified me of this and there was still a 3rd staff member rostered on for the Mon t; **Monday 20th Sept** John was asked if he could deliver the rest of the Caringbah Vac care flyers around local letter boxes on Tuesday 28th for the time he was supposed to be doing creche 9:15-12pm as the creche was not that busy. he said that was ok. he arriv; **Friday 24th** John was in the office doing his admin, I asked him if before he left for the day could he take the St Pats craft, rolls, chq's and other bits and pieces that was needed. he said that was no problem. John then left after his admin and did not; **end week 9 (17th Sept)** John was to have all excursion directions and train timetables for Vac care completed. I had asked him a number of times if he had started and he kept saying not yet. I asked him if he could make a start on it immediately. These tas; **did not hand in Sept/Oct lesson plan on time.** all staff were asked to complete and return a copy by Tuesday 3rd August he was verbally asked a number of times to complete it and requests were posted in childcare memo's. lesson plan has still not been reci; **all staff** were emailed and asked to return an availability slip for the Sep/Oct holidays on Tuesday 7th Sept. following from this email a text was sent Friday 10th Sept reminding all to notify of availabilities a.s.a.p. No response from John and still ha; after discussion Friday 29th regarding NCAC John was asked to come in next week, time to be confirmed for a meeting as there are a few things that needed to be discussed. he said that's ok. Monday 1st meeting request was sent to both Brendan and John till; **9th Sept** at 9:30am John did not arrive to the supervisors meeting . when i called him asking if he was attending the meeting he said he did not know about it. reminder was texted to all supervisors Tuesday 7th and 1st request was posted in childcare memo; **25/10/10** Validation survey's still not photocopied or distributed. I then verbally reminded him they were due for submission this coming Friday he said he would get onto them straight away. he then began photocopying the survey's. on Friday 29th the date; **21st Sept** vac care staff meeting each supervisor and permanent staff who completed a lesson plan for the holiday program gives a small presentation of crafts and description of their day. John had Twilight day and when came his turn he was very unprepared; **1st Oct 2010.** John has gone away on holidays and not returning to work until Tuesday 5th Oct 12pm. I called both St Pats and Caringbah to see if there was any craft supplies, lesson plans or activity instructions for John's day which is the Tuesday. neith; **13th Sept 2010** John has been asked a number of times to read over all Q&A information/handbooks and the self study that was submitted last validation. last Thursday specifically I reminded him self study was due next Tuesday 14th Sep and he needed to look; **10th Sept** John did not do his admin last Friday due to a personal commitment which he texted me notice last minute for. he arrived at 10:30am to do admin on Monday 13th Sept texting saying he would be there at 10am. when he arrived he announced he was not

Not sure if this will work but I couldn't really work out how to email them.

Spoken to John 5/11/10. JB

Brendan Owens


Jacqui Barnat
 Children's Services Program Coordinator