



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

Memo

To: Centre Coordinators
From: Childcare co-ordinator
Date: 31st March 2011

We are almost at the end of the term so please make sure you have completed all tasks to the end of week 9 on your termly timeline. Let's recap on a couple of key items that are very important to be completed at the end of next week...

Book AASS sports for term 2. Please use this terms money as a guide of what to spend. *(Karate/Martial Arts)*

- All fees to be finalized. Please make sure you call each family to confirm payment.
- Ezy payments for term 2 will be due for the 1st payment on 2nd Friday of the school holidays, 22nd April (then in concession every 2 weeks, even weeks until week 8). Make sure all amounts are confirmed with Brodie taking into consideration any over or under paid amounts for this term. **it is important that you are monitoring these payments throughout the term as bookings can change therefore Ezy payments need to change. Do not leave it to the end of term to notify the parent that the amounts for the term have been inaccurate!**
- Enrolments are coming in thick and fast for the holidays and as centre coordinators you have been asked to check the manual roll and collect any enrolment forms for BASC families that could be using the service. These need to be photocopied for the vacation care folders and all data entered into the vacation care Qikkids accounts...do not leave this to the last minute as there are many of them coming in quickly.
- All centre mobiles need to be bought down to the YMCA for use in the holiday program...please do this on Friday of next week. Please check that the phone is fully charged (charger to come with it) and there is plenty of credit.
- All centre lesson plans and shopping lists should by now been given to Erin
- Please make sure you are regularly checking the childcare email and message book in front office. There are many, many query's coming through the office regarding centre accounts and various other questions...this is your responsibility to follow through with parent enquiries so please keep up to date with them.
- Holiday roster will be out by the end f the weekend, apologies for the lateness with this. If you are a part timer please collect a roster variation and sign off on any shift changes a.s.a.p.
- I will be putting a copy of the childcare inductions in your trays. Please photo copy this and complete with every staff member that works at your centre. It is important that all

Ask Jac about OLF/CAR

staff are aware of the elements that are mentioned on this checklist. Then moving forward every new staff member that sets foot in your centre MUST have one completed.

Thank you
Jacqui Barnat
Childcare Co-ordinator