



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

# Memo

To: Childcare staff  
From: Children's Services Co-ordinator  
Date: 7<sup>th</sup> October 2011

## Staff News;

- ALL STAFF...it is important that you are constantly refreshing yourself with the YMCA Organisational Policies and Procedures along with any Legislative requirements and your Duty of Care towards the children. I feel at times we are a little 'carefree' with some aspects and could potentially put you, the children and/or the YMCA at risk. I should not have to remind you of the purpose of such guidelines and the importance of maintaining professionalism at all times when in the services.

I would like to make particular reference to the carrying of personal mobile phones whilst working directly with the children; this is a practice that is not permitted and would like you all to ensure personal phones are kept inside your bags out of the reach of children at all times. If you need to make a 'quick' phone call centre phones are available for your use.

Please remember your **DUTY OF CARE** to the children; this covers a broad spectrum of topics but importantly I would like to refer to the safety of the environment and ensuing for correct child to staff ratios, which is the responsibility of you all... in particular in the holiday program. Shift hours that are recorded on the roster are a guideline, in particular the finish time and is subject to change depending on numbers. If the time has come for your shift to end and the child to staff ratio is over (1:15 Day Camp, 1:8 excursion) as part of your duty of care you are obliged to stay until the numbers reflect the appropriate ratio. This may mean you are required to stay back a few minutes or up to 1 hour. When rostering I try to cover the entire day taking into consideration children may stay later into the afternoon so the time you are required to stay back should not exceed an hour, however it is difficult to gauge what time children will actually be collected.

- On a lighter note...  
Can I please have all nominations for the OSHCAR for the Holiday Adventures Sept/Oct program?
- OSHCARS tally board;

Coordinators    Chloe 2 points  
                         John 1 point

Assistants        Steve 1 point  
                         Kate 1 point  
                         Alicia N 1 point

- Caringbah Y social event; 'A Day at the Races' – see below...

DATE: Saturday, 22nd October, 2011.

VENUE: ROSEHILL RACE COURSE - ON THE LAWN

TRANSPORT: BY BUS

PRICE TO BE CONFIRMED BUT APPROX. \$35.00 PER HEAD

Staff who have RSVP'D please ensure you see Adrian to pay your money before the end of the week.

Your race day experience includes:

- 1<sup>st</sup> aid held at Bankstown YMCA 12<sup>th</sup> & 19<sup>th</sup> October 10am – 2pm. These are the last 1<sup>st</sup> aid training courses for the year so please make sure you enroll if you need to qual or requal.  
CPR running on the 19<sup>th</sup> October also 10am start.  
**PLEASE RSVP FOR THESE A.S.A.P**  
Please be aware that any staff without current compulsory training will be stood down from work.

#### BASC News;

- New roster for week1 attached please review and respond immediately if you are unable to fulfill any shifts.

#### Crèche News;

- The BASC/Crèche room has a new look with lots of new equipment. Please ensure to take care of these new toys so we can get plenty of fun times out of them;
  1. Pack away all the equipment appropriately and neatly in the storage room, on the shelves in the correct basket/tub
  2. Wipe down all surfaces
  3. Clean all mouthed toys daily, wash all other toys weekly
  4. Set up for tables for the ASC session
  5. **CHECK CHILDREN ARE BOOKED IN/MARK OFF ON BOOKING SHEET**
- A new booking and enrolment system is being introduced to the crèche service so please be patient with us and the members as we roll this out.

#### Holiday adventures news;

- What a holiday....we had record numbers of children booked into the service these holidays. numbers like we have never seen before. A big congratulations to all the staff who worked these holidays your contributions and efforts are commended and we certainly had some great feedback from many families about the FUN times their children had!
- Holiday adventures staff meeting Tuesday 11<sup>th</sup> October 12:30-2:30pm. please advise a.s.a.p if you are unable to make this meeting and provide feedback to be shared and discussed with the team at the meeting.

#### Coordinators News;

- Local Coordinators meeting Tuesday 18<sup>th</sup> October 12:30-2:30pm
- Please check with your schools when their kindy orientation will be we need to book in with the schools to attend.
- 2012 enrolment forms are due to be rolled out and existing families will be given re-enrolment time in the 1<sup>st</sup> few weeks of term, directly after this new families have a chance to enrol.
- Please update your handbook inserts to reflect the new centre contact numbers, also if your photo's need updating please let me know as we have the new childcare camera available. This needs to be completed before the re-enrolment process starts.

Assistant's news;

- Nothing pending

Thank you  
Jacqui Barnat  
Children's Services Coordinator