

Children's Services Local Coordinators Minutes

Date – Tuesday 6th September 2011

OLF BASC room

Time – 12.30 pm to 2:30 pm

"The single key to management and leadership success, *do what you say you are going to do*"

1. Attendees: Jac, Chloe, Sheree, Jon, Carine
Apologies- Kara
2. Minutes of previous meeting
3. Action items of previous meetings
4. Standing Items
 - 4.1 Two (2) minute whip around for "What's Hot" in your centres?
Sheree: loved Philbert need to improve next time wants the parents to see Philbert, possibly visit assembly in future.
Jon: centre going great- new families every week, jelly bean guessing comp money for siblings reconnect! Halloween party next term is joining with Laguna, started gardening making a YMCA garden in the school.
Carine: Kids loved Philbert, Just ordered all new equip! to be shared between vac care and the centre, Dafodil day went great raised \$150 went well.
Chloe: Philbert went well took him to a school assembly- new bingo game great, love new assistant alicia working well with the older naughty kids!
 - Everyone to make a secret shopper call to your schools to see how much info they know about our after school care centres,
 - 4.2 Review of your Monthly KPI's
Complete your weekly coordinators report regularly get an idea of your numbers.
 - 4.3 Debtors reports- Everyone has charged for full term collecting payments starting to make calls!
 - 4.4 Roster Variations
Everyone to Complete your roster variations before you leave
- Everyones Performance reviews next week!
- Everyone to put a blurb in you osch newsletter or a note to all families saying contact in the school holidays is only via the office to speak to jac.



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5. Items for information

5.1 Parent handbook inserts

Jon- Need to get photo of Dan

Carine-Need photo of Alicia N

Sheree-Photos Done

Chloe-Photos Done

5.2 Re-enrolment dates/refresh on process;

- Enrolment for existing and their new siblings 10th to 21st October
- New families 24th October onwards.
- -Parent handbook with new insert given, sign and date on your rolls of existing families to make sure they all get the Re-Enrolment forms.

5.3 Enrolment fee term 4

-No Enrolment fee for term 4

5.4 Fees for 2012

- BSC \$14 ASC \$20 VAC \$45.

5.5 Completion of PDR's

5.6 Fathers Day events feedback

Went well everyone enjoyed it was a success

5.7 Date night update

Sheree- most families at lilli pilli can't as it's not opened to siblings

JON- Swap fri asc with steve for date night, to help jac set up. Also jon is getting us movie for the night- ☺ Also JON to organize pizza's.

Carine- Given out heaps and had a few book ins-Sibling problems

Chloe- Hand out given parents interested

-How many pizzas to order, 2-3 slices per child

-Everyone to start wearing their holiday adventures t-shirts! Especially when food shopping.

Meeting Principals: this week, to organize with Jac

-Sheree- Problems with under the age of 18 year olds picking up/signing out children.

5.8 Strike day Thursday 8th September 2011

-Checking for permission with laguna street school to run program.

-coordinators concerned think parents will not pay and use the minimal supervision day at school.

-Jac to ask Liam questions raised in coords meeting.



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5.9 Upcoming important dates;

- End of term for students is Friday 16th Dec
- Pupil free days 19th 20th and 21st Dec for vac.
- 24th YMCA picnic day return to Vac care Mon 9th Jan 2012.

6. Discussion / debate/decision

6.1 Childcare causes that we can fundraise for inline with the Benevolence programs that are currently running

6.2 Training feedback on 2011 and Calendar for 2012

Feedback from staff re training from 2011 including coordinators training

7. Items not originally on Agenda

Attachment: (No)

8. Meeting Review

9. Next meeting

10. Meeting close