

Kylie Pearson

Subject: John pit stop
Location: Childcare office

Start: Fri 10/06/2011 9:30 AM
End: Fri 10/06/2011 9:45 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Friday from 9:30 AM to 9:45 AM

Meeting Status: Not yet responded

Organizer: Jacqui Barnat
Required Attendees: John Lord

When: Friday, 10 June 2011 9:30 AM-9:45 AM (UTC+10:00) Canberra, Melbourne, Sydney.
 /here: Childcare office

Note: The GMT offset above does not reflect daylight saving time adjustments.

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Re-ca last pit stop...what items pending? Last pit stop 20/5/11
 re; timelines for the term, what memo items have not been addressed?

PD & contract – finalised next week's John to bring to next week's pit stop

Action list for centre – what addressed already? – all done

Bus waivers – all parents signed? – still waiting on Jordan, Higgins,
 Cooper and Mikayla

Childcare inductions – who still needs doing? – received Thursday John's and Todd's, need to redo.

Centre reports – this week's done and received.

Centre lesson plans – all completed and given to Chloe Shopping lists received.

Roster variations...up to date? – Anaphylaxis training 4th May and CPR was 25th May, completed forms now.

CCB rebate letter action immediately – letters received explanation given

Other business;

- No LP bus run unless wet weather will call and indicate before 8:15am
- Amend bus run procedure
- New centre mobile given and business cards
- Higgins needs bill posted to Grandma's PO box every 2 weeks instead of emailed.
- Burraneer family that uses BSC wants to come casually next Wed 15th ASC. John to confirm with school where best location for pick up is and will get back to Jac (bus driver). Bus at passenger capacity on this day no bookings to be taken.
- Calculated average afternoon attendance for week's past to check on afternoon tea money, needs additional \$2.
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