

## Kylie Pearson

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**Subject:** John weekly catch up  
**Location:** Childcare office  
  
**Start:** Fri 20/05/2011 9:00 AM  
**End:** Fri 20/05/2011 9:15 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, 20 May 2011 9:00 AM-9:15 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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Ezy pays – Ware is correct. Jacobs-Martinez, O'Heffernan new payment to start today, others not done yet. Call today, McCaffery-Moors, Stonestreet, Zabic, Mcphee, Lui-Farrugia.

Danielle report – Mother's day stall, Danielle is typing up now will email to me over weekend. Great feedback from school, parents think we should do more often.

PD & contract (John to write letter) – will be signing both for Monday 23<sup>rd</sup>. Contract to state no BSC Thursday AM.

Leave form last Thursday – unpaid filled out and given to Shane, John to check with Shane and get back to Jac.

Coordinators checklist re; timelines for the term, what memo items have not been addressed?

Business plans – photocopied draft, run through and explain what requirements, talk through all areas, due 2<sup>nd</sup> June. Speak with other coordinators and get some advice from them.

Action list for centre – given read through. Signed and photocopied. No longer charging for breakfast, advertised in BASC newsletter.

Bus waivers – most of them have some back, still waiting on John Ganters, Jordan Stevens, Jack & Britt Higgins and Cooper Airth. Actioned immediately as children are currently travelling on bus already with one staff member. Have verbal approval. Ensure to position children at least one row back from the driver.

Childcare inductions – every staff member to do. signing and photocopying for YMCA and staff member.

Centre reports – used old one for this week, given new one today to use from next week onwards.

Centre lesson plans – haven't started yet, Danielle is very excited to do, give her responsibility to do...John will do Rambo day. Confirmed due date Fri 27<sup>th</sup> 2011.

School signage – given large sign, will take to principal to show. Need to order smaller sign for door or wall.

Email to Caringbah principal ie/ wrap up of meeting – not done as yet, complete today.

Action items last fortnights memo (with roster)/coordinators meeting 12<sup>th</sup> May – move to next week's pit stop  
 Continuing improvement plans – move to next week's pit stop.