



# KCCC newsletter JANUARY 2011

## IN THIS EDITION

*From the Director, Policy of the Month, Changes a Foot, Staffing Updates, Staff training, Fundraising, Room Reps, the New Menus, Outdoor Area.*

**Don't forget: NO HAT, NO OUTDOOR PLAY. KCCC hats are currently on sale at the office for \$10.00**

## POLICY OF THE MONTH

Although I write this on a rainy day it is still important that Sunsmart is upper most in our minds during the summer months.

Quotes directly from our policy

*'parents are encouraged to dress children in comfortable clothing that protects the arms, legs and body from the sun, especially woven fabrics that are not transparent when held up to the light'.*

*'Shade cloths have been placed in areas where children spend a lot of time, such as the sandpit. There are also trees and cubby houses where children can be shaded from the sun.*

*'if a child is found to have not bought a hat to KCCC, we will supply one at a cost of \$10, which will be added to the family's fees.'*

## Staff Training

Over the last month staff have:

- All staff participated in a staff development day on Thursday 6<sup>th</sup> of January; where we all got to know each other a little better, explored our values and had a discussion exploring issues around respect.
- All staff attended Level 11 First Aid Training and Anaphylaxis training

## FROM THE DIRECTOR

*Welcome back to an exciting 2011 year. Our new offices have already improved our productivity, allowing us to focus on the issues that are relevant to each of our positions.*

*All the children have settled in with excited faces and the absence of tears in 99% of the cases. We will be welcoming some new families this year, a large majority to kinder because once again a large number of places have been filled by siblings.*

## CHANGES A FOOT.....

You may have noticed some of the structural changes that have taken place over the close down period.

Rachel and Liz now have their own offices with an adjoining doorway.

Paul (see staffing) will be situated in a new office which is near completion and can be found opposite the kitchen.

The kindergarten teachers are now all situated in what was formally the meeting room. (Where Paul can be found until his office is complete.)

We have also purchased a reception desk to keep our options open regarding a reshuffle that may now need to happen given Kim's current status. (see staffing) All these changes were made possible by a Capital Works Grant we received from the Department of Education and Early Childhood.

**We are sending out a bit of an SOS as we're wondering if anyone can help us with the painting of the bare walls which has been necessitated by the works!!**

## FUNDRAISING

Currently we have \$2,367.00 (thanks to a very successful wine drive) to spend. We are waiting until staff have had time to settle into their rooms to decide where this money is best spent.

Stay tuned.....

*'You don't really understand human nature unless you know why a child on a merry-go-round will wave at his parents every time around - and why his parents will always wave back' William D Tammus.*



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## STAFFING

### Lots of staffing changes to report:

As you are aware from the note I sent towards the end of last year and advertisements on the KCCC web site, we have been searching for a business manager to support the financial side of our ever expanding service. From a strong field of contenders we are delighted to announce that Paul Brooks will commence with KCCC as Business Manager in a part time capacity commencing 17 January 2011. Paul comes to KCCC with extensive experience as an accountant in various companies, having started his career with a chartered accountancy firm. He holds a B. Business from RMIT. Paul has also worked as a Youth Worker. Paul is a proud father of Fin (2years old) and Ben (nearly 5) and lives in Northcote.

We have also employed a new kindergarten teacher to complement our other early childhood educators. Carol Diaz has already popped in a few times to acquaint herself with the staff and the environment but she officially starts on the Monday 1<sup>st</sup> of Feb. Carol has had a number of years experience in differing services within the sector, her last substantial role involved setting up a kindergarten with other teaching staff within a private school in Sydney.

Fartun has commenced a job share position with Cherie in the Banksia room and has an extensive background working in family day care.

Elfie has also joined us working 3 days a week. Elfie will be covering the staff for their program planning and job sharing with Astra. Elfie has worked in the industry across the sector for ten years.

We welcome her and all our new staff to KCCC and hope you find the time with us rewarding.

Kim has decided to return to fulltime study to complete her degree in accounting, which is a very exciting career development for her. We will keep you posted on how this impacts on KCCC, as obviously Kim cannot continue in her current full time role. Kim is actually on three weeks leave, holidaying overseas at the moment – lucky Kim.

Melisa is set to return from maternity leave in March.

Michelle is enjoying her time with Ezra and has yet to confirm a date for her return.

## ROOM REPS.

We will be looking to get this scheme underway in 2011. The sorts of things that rooms reps might do include:

- Organise low-key socialising events for your room (like a play in the park).
- Provide feedback/assistance to the board and management team about Family Liaison and Communications Issues.

More information to follow.....

## THE NEW MENUS

We have had to recognise and tackle the issues around what is essentially a domestic kitchen that is equipped accordingly, being able to provide meals for 130 children. This has presented a number of challenges to us which we are currently working through.

With Heather's advice we will begin to implement the new menus but are working with industry experts to ensure the best possible outcomes for the children.

## THE OUTDOOR AREA

We are very excited with how the outdoor area is developing. There are lots of interesting natural environments for the children to explore. The sunflowers and veggie patches are thriving, the chickens have carved out their own existence as a very important part of KCCC (or at least in their eyes !!), the beautiful huts that have sprung up around the yards are all enjoyed by the children and add to the value of our programs.

Next to the sandpit in the kinder area...

*'You don't really understand human nature unless you know why a child on a merry-go-round will wave at his parents every time around - and why his parents will always wave back' William D Tammus.*



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## POLICY OF THE MONTH

We wanted to draw parent's attention to a change in our fees policy. As you can appreciate, we are now a much larger service and in order to streamline our practices we have included in our policy a request that all new families attending the centre be placed on direct debit in preference to any other form of payment. This facilitates the management of the xxxx accounts we now service. Thankyou.

## FEE REVIEW

Just a reminder to all parents, as per our Fees Policy, the annual fee review is underway. This involves the board and office management reviewing the current fee structure while considering the 2009/2010 budget. Parents will be informed asap if there are any proposed changes to the fee structure.

## WAITING LIST STATISTICS

.....that each play room has an amount of \$80.00 a month allocated to that room that can be spent at the discretion of the staff within the room. (A little more for kinder). During 'special' celebrations this amount is increased. It is usually spent on paint and paper, equipment, adornments for the room, books etc. While this amount may not sound huge it is in addition to the we spend on equipment. Over a year this amount totals in new purchases for the children.

.....that each room has an individual file on your child's development that is available to you if ever you would like to view it. The information is photo based and offers anecdotes and insights into your child's personal growth within this setting. Unfortunately you cannot keep this record until your child has finished at KCCC as this information is an example of ongoing records and demonstrates how we cater for individuals when we have a visit from the department or a validator re Accreditation.

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