

# Bright Beginnings Family Day Care



## Meeting Agenda

---

**Date:** 01/06/2021

**Time:** 10:30AM

**Location:** 9 Central Grove Broadmeadows 3047 (changed to ZOOM)

---

### OFFICE CONTACT DETAILS

93021501

93021502

90780864

Topics to be discussed in meeting

- Welcome
- Timesheets
  - ✓ On time - **Monday** fortnightly – 12pm deadline – Educator must drop off & sign
  - ✓ Daily, No mistakes
  - ✓ Reason for absent days
  - ✓ Relation to child to be mentioned on timesheet
  - ✓ Gap fees
  - ✓ Online sign in/out - **OOPS**
  - ✓ Enrolment forms completed with stat dec (related/not related), birth certificate, medicare, healthcare & excursions
- PowerPoint - Compliance
  - ✓ Obligations as an educator
  - ✓ Educator Assistant
  - ✓ Relative Ratio
  - ✓ Visitors at the residence
  - ✓ SPOT CHECKS
  - ✓ Harmony changes
  - ✓ Enrolment update
  - ✓ WWCC – update organisation – 1300652879 – Any change of details need to updated within 21days
  - ✓ Notifying certain events to the service – Holidays (in advance), Absences (require medical for consecutive days), change of details
  - ✓ Incident reports
  - ✓ Q & A
- Policy Focus
- Educator of the month
- Events
  - ✓ Website updates
  - ✓ Monthly Network sessions and Play groups
  - ✓ Professional development – CHILD PROTECTION – TBA
- **Handouts**
  - ✓ Meeting attendance