

# EDUCATOR'S NEWSLETTER

January 2018

## POLICY & PROCEDURE FOCUS

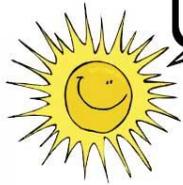
Please refresh your memory by re-reading these policies and procedures:

Excursions (including Motor Vehicle).

\*\*\* *Please submit your list of routine excursions, your risk assessments and permission slips for 2018 ASAP* \*\*\*

Work, Health and Safety (Educators)

Sun Safe



**Don't forget to slip,  
slop slap while in the  
sun!**

## HAPPY NEW YEAR



Did you know that 2018 is the Year of the Dog. Dogs are considered auspicious animals that bring good luck into the house.

We hope that 2018 is a good year for everyone both personally and professionally!!

## APOLOGIES

At Christmas time, we made a decision to submit time sheets early to ensure Educators were paid as normal over the holiday period. Unfortunately, the CCMS system gave us no warning that it would not accept an early submission and things did not go as smoothly as planned. To compound problems, a number of glitches occurred that we have no explanation for.

We apologise for the errors that occurred. Pat and Liz have been working very hard to correct them this week and we can assure everyone we will be doing things very differently at the end of this year.

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*Tell me and I forget, show me and I remember,  
involve me and I understand (Chinese proverb)*

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## CHANGES TO THE NATIONAL QUALITY STANDARD

Changes will be introduced as of 1<sup>st</sup> February. The number of standards has been reduced from 18 to 15, the language is clearer and there is less duplication.

We have printed the list of standards for everyone (please add this reference to your Quality Improvement Plan folder) and we have attached more detailed information (providing a comparison between the current and revised NQS) in the email along with this newsletter.

## ELECTRONIC TIMESHEETS

This year we will be transitioning to electronic timesheets. This transition fits in with our efforts to become more sustainable (Quality Area 3), it is required by the new Harmony and it coincides with us running out of our stocks of triplicate attendance record books.

*Please do not panic if you are not electronically confident! We will have an interim system in place as we transition and we will be providing training at our first Forum for the year ( date to be confirmed, hopefully late February).*

*The interim system:*

When you run out of current attendance records we will issue you with a folder containing 30 attendance records. These will be printed at the office at no charge to you **and we would like to thank Jodie Barratt for providing the template for their design!**

You will then submit completed timesheets by (preferably) scanning and emailing them to us (with your name in the subject line) or by dropping them into the office or it's mailbox.

Once they are processed they will be scanned and emailed or returned to you.

Scans will also be maintained on file at the office. We will send quarterly payment advices to each family and you of course will continue to receipt families for payments made.

## EDUCATOR/ STAFF FORUM

As mentioned we hope to hold our first Forum for the year in the last week in February. A date has yet to be set as we need to confirm Janet Coleman's availability. Janet is Business Manager at Coffs Harbour Family Day Care and she has participated in the pilot of Harmony's new system which includes electronic timesheets. She will provide us with some very necessary training based on her experience. We hope that all Educators can attend.

We will also have our usual discussion time (please send through any questions or suggestions for this agenda). We would also like to have a documentation sharing time too. It would be great for everyone to see the range of options used.

## WORKING WITH CHILDREN CHECKS

Most Educators have provided us with current Working With Children Checks. We **must have** a copy of everyone's in our Register by March. If you still need to apply for yours please visit:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Please check WWCC expiry dates. Some partners/ husbands and adult household members are due to renew their WWCC's this year.

## SUPPORTING PROFESSIONAL DEVELOPMENT

From this year on, we will be supporting everyone's commitment to professional development by contributing \$50 toward the cost of attending a training session, either face to face or online. There are many webinar or online options available through organisations such as ECA or Gowrie and we will continue to forward any

information we receive about these to let you know what is available. Just let us know when you book in and we will contribute to the cause!

We will also be hosting another Mini Conference this year at no cost to Educators. We look forward to receiving your suggestions for sessions to include.

## UPDATES AND REMINDERS

- We would like to [welcome](#) Amber Smith and welcome back Donna Lynch and we will soon be introducing you to three new Educators who are all at different stages in their registration.
- [Playsession](#) will happen on 17<sup>th</sup> and 25<sup>th</sup> of January but we will resume Tuesdays from 30<sup>th</sup> January. Please note we will be running playsession from 9.30am to 11.30am in the summer months to avoid the heat.
- Please send in your 2018 [Routine Excursion list](#), [Excursion Risk Assessments for each excursion venue and permission notes](#) ASAP. Please remember to keep both the office and families informed when you attend routine excursions.
- Please send in your Christmas Party Survey if you haven't had a chance to complete it as yet. We would really welcome your feedback.
- [Munch and Move](#) have a range of resources available to support Educators and families encouraging children to eat well and stay active, please see:

<https://www.healthykids.nsw.gov.au/campaigns-programs/early-childhood-education-and-care/munch-move-resources.aspx>

## SOMETHING TO REFLECT ON

We have recently added a set of "Let's Talk NQS" cards to our library. These are based on the revised National Quality Standard.

[NQS Element 1.2.3 Child directed learning asks us:](#)

*What opportunities do you provide for children's decision making?*

*How do you support children to influence what happens to them and to exercise choice?*

*How do you encourage children to explore different identities and points of view through play and everyday experiences?*

*How do you reflect on children's decision making and the extent of those decisions?*

*Are children's interests pursued and celebrated?*

*What responsibilities do children have and how do these contribute to their sense of agency?*

*Do you have high expectations for all children that respects their age, gender, ability, and cultural, linguistic or family background?*

*Still interested in a game of barefoot bowls ? We are thinking March or April before the end of daylight saving .....interested in joining us? All the best, Sue, Liz and Pat*