



# Tottenham War Memorial Early Childhood Centre

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**President:** Antoinette Pursehouse  
**Hon Secretary:** Mel Greig  
**Director:** Annette Perks (AH 6892 5433)

Term 4 Week 5  
7<sup>th</sup> November 2017

REPORTS: These were sent out nearly four weeks ago and I would appreciate these returned ASAP. Information on the back needs to be collated and ideas looked at. A copy will be kept for our reference and the original will be in your child's portfolio that is given to families at the end of the year. We are already in week 5 and the year is going very quickly and there are many activities on our to do list.

## Management Committee Meeting Agenda Monday 13<sup>th</sup> November 2017 5.30pm

**Meeting Opened:**

**Present:**

**Apologies:** *Any Apologies?*

**President reminds all of confidentiality.**

**All decisions of committee are unanimous unless specified otherwise.**

**Minutes from last meeting 16 October 2017:** *To be moved true and accurate record*

**Business Arising from Minutes:**

- Working Bee – Staff to review so we can revisit - Nicole/Jess
- Safety gate order
- Flick quotes / have we been charged
- Constitution completed
- Staff wish list / committee wish list.
- Tanya looking into app for centre to use

**Correspondence In/Out:**

- Normal bills/flyers etc.

**Directors Report:** *Annette to deliver her report*

**Treasurers Report:** *Nicole to deliver her report*

**General Business:**

- 2018 major fundraiser – Ball. Sally to organise – subcommittee? Band for save the date
- Presentation night artwork display – sell?

**Maintenance:**

- Confirm under floor heating in winter

**WH&S:**

- Next report due?

**To Do List:**

**Next Meeting:**

**Meeting Closed:**

**Transition:**

Date:	Parent to assist with the transition times:	Times at Tottenham Central School:	Staff supervising:
8/11/17	Kayla Nolan	10:00am to 11:00am	BillieJo and Ella
15/11/17	Alicia Campbell	10:00am to 11:30am ..... With recess	Annette and Ella
22.11.17	Natasha Levick	10:00am to 11:30am ..... With recess	BillieJo and Katrina

I also request that younger siblings are not part of these transition times. You will need to organise alternative arrangements for their care. This time is a special time for Pre-schoolers and needs to be appreciated. If you can't make it let us know as we need to cover ratio and require 3 adults on each transition visit.

**Clothing:** We are looking at the coming weather and ask that you send in a change of clothes for these hotter days so that your child can be more comfortably dressed later in the day when it heats up. We have very limited supplies in our cupboard for these occasions or for when toileting accidents occur. Maybe you have some clothes at home that your child has outgrown and would like to donate to the Centre for our use.

**Dates:**

<b>Date:</b>	<b>Event:</b>	<b>Who:</b>
Wednesday 18 <sup>th</sup> October 2017 10:00am for the next 6 weeks	First Transition visit to Tottenham Central School for our Kindergarten group of 2018	Pre-schoolers ready for Kindergarten: Three weeks to go.
7 <sup>th</sup> December 2017	Concert and end of year celebrations	For all our children
14 <sup>th</sup> December 2017	Last day of Preschool for 2017	Pre-schoolers
19 <sup>th</sup> December 2017	Last day of LDC for 2017	LDC children
22 <sup>nd</sup> January 2018	LDC returns for 2018	LDC children
7 <sup>th</sup> February 2018	Preschool returns for 2018	Pre-schoolers

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**Have Your Say:**

Please fill in for a thank you for your children's enjoyment of their day or if issues arise of any kind. These can be anonymous or otherwise and just dropped into the feedback box in the front foyer.

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