

The Tottenham Preschool Kindergarten Association Inc T/A  
**Tottenham War Memorial Early Childhood Centre**

ABN: 51 435 680 737



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President: Amity Chase (acting)

Hon Secretary: Mel Greig  
Director: Annette Perks 6892 5433



## ***Welcome back to Preschool and Long Day Care for 2018***

The staff and committee of Tottenham War Memorial Early Childhood Centre would like to welcome back families and children to the Centre for 2018. We also especially welcome new children and hope that you all have a fun filled learning experience at our wonderful Centre.

We are still doing a fruit break at about 9.00am daily. It is a chance to share, have a slice of apple or experiment with other food. You are welcome to still send in fruit for your child but realise that fruit will be an early break also.

School canteen lunches are available on Wednesday for Preschool children. I will send out an updated list and costing ASAP.

T Shirt order forms will be put in pockets once we have checked current prices and worked out an order sheet for your use.

We have been operating for the last 2 weeks on Long Day Care days and have settled well to our routine and for me getting up on time to get here. Below is an agenda for the first meeting of the year. We tend to start with a bang not a whimper.

**Tottenham Preschool Kindergarten Assoc Inc.  
Management Committee Meeting Agenda  
Monday 12<sup>th</sup> February 2018 6.30pm**

Minutes from our last meeting are attached or printed and sent home in children's bags.

**Meeting Opened:**

**Present:**

**Apologies:**

**President reminds all of confidentiality.**

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

**Minutes from last meeting 13th November 2017:** *To be moved true and accurate record*

**Business Arising from Minutes:**

- *Staff wish list / committee wish list.*
- *Discussion/poll to see if there was interest in changing meeting times. Response?*
- *New president to be nominated*

**Correspondence In/Out:**

- *Bills/flyers/emails/letters*

**Directors Report:** *Annette to deliver her report – document (photo) and attach*

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

**General Business:**

- 2018 major fundraiser – Ball. Poll to see what date would suit? Sally
- Date for working bee
- Preschool were asked to vote for Australia Day award
- *Tanya looking into app for centre to use*

**Maintenance:**

- *Confirm under floor heating in winter*
- *Rubber matting to come off poles*
- *Taps to be covered/stopped*
- *Flick update*

**WH&S:**

- *Report?*


**To Do List:**

- **See attached and discuss / check off**

**Next Meeting:****Meeting Closed:**

We have what seems to be a less busy preschool days this year. Wednesday is sitting at 12 enrolments with 14 on Thursdays. This is my projected numbers now, but it may change as enrolments settle. Please notify the Centre if you have not yet sent in enrolments and please be aware that there are requirements around NSW immunisation and your child's enrolment. Please read the attached information concerning this.

**Enrolment Forms:**

 Thank you to the families who have returned their enrolment forms and there has been many who have done this already. We are required to update these yearly so we value your cooperation in returning these as soon as possible. If you have not done so please can you do so as soon as possible. We will phone or email with reminders for families who have not yet returned these forms. Some enrolments are missing information and we have emailed families concerning this. Please fill in any gaps as soon as possible please.

**REMINDERS:**

- ✓ Hats daily and suitable clothing in regards to sun protection. A change of clothing could be kept in lockers for emergency use as in toileting accidents, wet water and dirt play so that children have a change at the ready.
- ✓ Water to be sent daily and plenty of it as liquid refreshment in the heat is a vital necessity.
- ✓ A bag for library borrowing. Your child can borrow any day of the week and change them weekly or as required by the child. We have a very nice selection for your child to choose from.

**Fees for 2018:**

These are set out in the table below. If you have any concerns please contact Annette.

**HOURS AND USAGE:****Wednesday and Thursday = 7 ½ hour day = 8.30am to 4.00pm (16.00pm) Preschool hours**

Preschool Permanent \$15 per day

With Health Care Card \$5 per day

Casual days at the same rate

**Monday, Tuesday and Friday = 9 hour day = 8.00am to 5.00pm (17.00pm) All LDC hours now unless half day.**

Permanent \$50 per day

Casual \$56 per day

½ days at \$25 permanent or \$28 casual bookings. This can be at your convenience as in 9am to 1:30pm or 10:00am to 2:30pm etc.

**Book Club orders:**

Book Club order forms will be sent home as they come to the Centre. With each order that we receive the Centre earns credits towards free books.

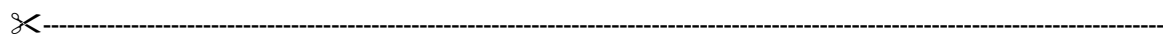
**Sheets:** Were kept from last year and have been laundered. Any new enrolments will need to supply a cot sized sheet and cover for rest time. We use these on LDC days with our older children utilising pillows and a book on the carpet or a mattress on the floor. On Preschool days many of our parents have requested no sleep for older children as they do not sleep at night or go down very late. No demands to sleep but we will cater for those who do sleep or need to have more than *down time*. We will utilise the foyer area for quiet activities for the older children or non-sleepers after some *down time*. If you have any concerns or questions, please see Annette.

**Staffing:** Annette is full time from Monday to Friday. She has office time Tuesday and Friday afternoons. Billie Jo is also working every day. Ella is working Tuesday to Friday. Katrina Bolam is our casual assistant and available as we require her. We will see how our very busy days go and may require more casual staffing with the extra numbers.

**Daily Routine:** Below is an outline of the Centre routine for LDC in terms 1 and 4. I will place the Preschool routine in the next newsletter. It also depends on the weather.

## Monday, Tuesday and Friday Long Day Care - Terms 1 and 4

8:00	Arrival – Outdoor play
10:00	Language
10.30	Morning tea, nappy changes
11:00	Indoor activities
12:15	Mat time – Show and Tell
12:30	Lunch, nappy changes
1:00	Rest time
2:00	Quiet activities   Reading                      Playdough                      Puzzles   Drawing
2:30	Music
2:45	Afternoon Tea, nappy changes
3:00	Bus children
3:45	Indoor or outdoor activities
5:00	Pack up and home



# Have your Say:

You are encouraged to use this space to give us any feedback on things you feel you need to and let us know what you think:

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