

The Tottenham Preschool Kindergarten Association Inc T/A

# Tottenham War Memorial Early Childhood Centre

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Term 2 Week 2

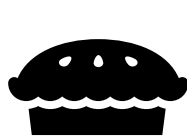
7<sup>th</sup> May 2018

President: Lisa Fishpool

Hon Secretary: Mel Greig

Director: Annette Perks 6892 5433 (AH)

**Mother's Day Street Stall:** The Mother's Day Street Stall is on Thursday 10<sup>th</sup> May from 9:00am to 2:00pm. Kylie Nicholson is co-ordinating this and would like families to ring her with offers of either raffle items, cooking of cakes or slice and time on the day for the roster. It would be extra lovely if all families could contribute in one way or another as it is often left to the same families and we need to all support our great Centre. It is as usual many hands make light work and every little bit helps. We thank you in anticipation for your support and the children appreciate the funds that can be utilised in many ways at the Centre to enrich our Centre environment.



Welcome back to a very busy term 2.

## **Tottenham Preschool Kindergarten Assoc Inc. Management Committee Meeting Agenda Monday 14<sup>th</sup> May 2018 6.30pm**

**Meeting Opened:**

**Present:**

**Apologies:**

**President reminds all of confidentiality.**

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

***Minutes from last committee meeting 12<sup>th</sup> March & special meeting 27<sup>th</sup> March 2018:***

*To be moved true and accurate record*

***Business Arising from Minutes:***

- Staff wish list / committee wish list – was this covered off at the working bee?
- DEST funding program update
- Director position update
- Fundraiser update – Major and Mother's Day stall results
- App for centre use – Update from Sally
- Professional learning for staff update

***Correspondence In/Out as per correspondence book unless specified otherwise.***

- Letter of support for the Racecourse grant application
- Nicole Klante's letter of resignation from Treasurer

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

***Treasurers Report:*** Tegan to deliver report – attach

***General Business:***

- Health Service meeting update - Lisa

**Maintenance:**

- Update from working bee
- Taps to be covered/stopped

**WH&S:**

- Report

**To Do List:**

- Preschool visits WIP

**Next Meeting:**

**Meeting Closed:**

**Fee account update:**

With our changes in Child Care subsidy commencing in July 2018 we have migrated to a new reporting system for LDC and Preschool. Last week we put our preschool children into the system and billed for the Preschool term. These were posted out late on Thursday. As usual we have keep the practice of pink paper for Preschool billing and LDC will stay the same yellow format.

Please be aware that the format of the account does look different, but we are dictated to by the defaults in the system. If we had a different package it would cost extra and the Educate part of the package would not link across the two services. For Preschool you will note LDC in areas of the account. Please ignore this and remember that Preschool accounts will be on pink paper, dates are on the account as in Wednesday and Thursday of a week, account is for the term of 10 weeks and it is addressed to Parent@pre. LDC bills will be sent out shortly for April and these will be easier to read we hope.

**Working with Children Checks:**

These rules changed in 2017 and this is a reminder that all employees, volunteers and committee members must be registered for and obtain the WWCC. To ensure the safety of all children, the Department of Education staff will check WWCC every time they visit our Centre, no matter the purpose of the visit.

WWCC applications are made directly to the Office of children's Guardian (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>).

For volunteers the cost is nothing. Please provide you WWCC clearance number when you have them so that we can verify and keep a record of these for volunteers and committee members.



# 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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