

**Minutes of the scheme meeting held on Wednesday 17<sup>th</sup> April 2019 at Clarence Family Day Care Scheme  
offices, Alma Street, Bellerive**

**Present:** Nancy Tung, Jackie Devereaux-McLean, Nita Kitto, Angelica Sunnucks, Dee Francis, Maree Woods-Treize, Linda Spencer, Debbie Morey, Tammy Cranfield, Nicole Riley, Sally Lovell, Belinda Leaman, Mel Swards, Jackie Mianowski, Jorja Clifford, Lucy Johnson, Angela Stanley-Gasparin, Angela Free, Robyn Horner

**Apologies:** Tina Sansom-Karppa, Jodie Murray, Jayne Wiggins, Janet Davey, Kylee Mitsakis, Maureen Taylor, Gabrielle Haley, Kim Abbott, Karen Masters, Tracey Mason

**General Business:**

- **Targeted campaign visits, 3<sup>rd</sup>-5<sup>th</sup> April:** Under National Law 197 which states the powers of entry for assessing and monitoring an approved education and care service, Jasmine and Lisette from the ECU visited 11 educators over the 3 days, spending approximately an hour with each educator. Everyone who was visited coped really well, and there was no-one who had any aspect of their physical environment that was of concern and wasn't managed appropriately.

**General points were:**

- What would be your procedure in an emergency?
- How do you access the National Law and Regulations?
- Registered spaces are registered spaces and the same rules apply, regardless of how little you use them
- If you move things around either inside or out, think about how the changes will impact on your environment; how will it affect children's play, does it make it easier to climb up to a window or fence?
- What about clutter; there is a fine line between having a wide variety of experiences available for self-selection and so much 'stuff' that it inhibits children's movement. Regularly review the environment by getting down on the floor to see the world through the child's eyes.
- Benches are to be kept clear of clutter so that a child isn't tempted to reach up and accidentally pull things over onto himself
- Keep knives and cleaning products out of reach of children
- Natural light – make sure there is enough
- Use of porta cots must comply with the manufacturer's instructions especially regarding age/weight restrictions. If a child can climb out then the cot cannot be used. No extra bedding is to be added.
- Be aware of what is on the hazard/safety checks. They are generic so you may need to add anything that is unique to your environment. Check through the day to make sure everything is still ok.
- How do you maintain your equipment, especially outside, and how do you record it?

As a coordination unit we need to be more rigorous when educators are not up to date with compliance matters. This means that educators may be put in breach immediately and given a time frame in which to correct the matter. If this doesn't happen then educators will have their registration suspended until the matter is resolved. The Breach of Regulations and Standards policy explains the process more fully.

- **1<sup>st</sup> aid products:** Tina recently purchased some 1<sup>st</sup> aid products that were 3 years out of date and she suggested that educators always check expiry dates before purchase. Several educators at the meeting also said that they had found products on sale that were very close to their expiry date.
- **New educators:** there has been an influx of inquiries recently from both new prospective educators and educators interested in transferring from other schemes. There have been a variety of reasons, including administration support and play sessions.
- **Fees and levies:** the rate will be \$7.50 plus .70 cents an hour. All other fees, levies and conditions will remain the same.
- **QIP:** more information will be available soon for educators' comments and input

- **Policy amendments:** due to recent changes there have been some changes to policies. We must have a policy on governance, which is currently being written, and the reviewed policies will be available at the next meeting for educator's comments.
- **Draft Bookings, cancellations and fees policy:** there have been numerous national on-line conversations about charging for public holidays when educators are on leave. The rules used to be quite clear, but unless the scheme's policy specifically declares otherwise, it now appears that educators can charge for public holidays even when they are not in a position to care for the child if required. The consensus of the meeting was that this is unfair for parents and that the scheme should include a statement about charging for public holidays in the policy. The policy will be redrafted and distributed to educators for comment.

**Other business:**

- **Junior bee keepers:** Jackie Devereaux-McLean has a family involved with the junior bee keepers group and they are raising money to go to an international junior bee keepers meeting. They are making and selling beeswax wraps for \$4.00 a small wrap and \$6.00 for a large one. Jackie will drop some in to play sessions for educators to purchase.
- **Aussie bread tags for wheelchairs:** Sally is involved in collecting bread tags for this project. The tags are made into saleable products and the profits contribute to purchasing wheelchairs for South Africans in need. It was suggested that there should be a collection point in the scheme office, and this will occur soon.
- Maree asked what was happening with accessing the Clarendon Vale Community Centre. Robyn is following this up.

**Meeting closed:** 9.00pm

**Next meeting:** Thursday 16<sup>th</sup> May 2019