



## December Newsletter 2019

**Staff news:** Lucy Johnson will be returning from maternity leave early in January and will be commencing to support Robyn with field visits. Lucy will return working only 4 days per week so will not be in the office on Wednesdays. Kati Dunn has recently joined the Children's Services Coordination Unit admin team. She joins us from Rosny Child Care Centre and has been learning the timesheet processing and enrolment process. Kati will be working Monday, Wednesday and Friday.



### Educator news:

Jonna will be returning from maternity leave in early January.

We are happy to welcome Shantell Saunders to our scheme and hope that you will make her welcome when you meet her at meetings and training sessions.

We will be very busy in January visiting new prospective educators wishing to join our scheme.



Thank you all for the lovely donations we have received for our Christmas charity collection this year. 🙌😊

### Christmas closure:

The office will close at 1.00pm on Tuesday the 24<sup>th</sup> December and re-open on Thursday the 2<sup>nd</sup> January.

All timesheets for fortnight ending 29<sup>th</sup> December 2019 need to be in to the council by 8.30am on Monday 30<sup>th</sup> December 2019. It would be appreciated that if any educators finish before Friday 20<sup>th</sup> their timesheets are sent to the office so that a start can be made on processing.

**For those educators who are working during this time Angela Free can be contacted on the mobile 0419 587 622.**

# Merry Christmas

