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HAPPY RETIREMENT ZOE

(QUALITY AREA 6 COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES)

Zoe has decided it's time for her to retire. On behalf of My Place Family Day Care and the many children who have walked through your doors we would like to say thank you and wish you all the best in your future endeavors.

Zoe, you have had such an impact on so many lives, you have help shaped them and given them the opportunity to become independent, social well-equipped children that can now take on the world with confidence.

CHINESE NEW YEAR YEAR OF THE TIGER

outcome 2: children are connected with and contribute to their world

principle: Secure, respectful, and reciprocal relationships

practice: Intentional teaching

Chinese New Year or the spring festival is the most important celebration observed in China, with cultural and historic significance. The festival signals the beginning of spring, and the start of a new year according to the Chinese Luna calendar.

The new year celebration is centered around removing the bad and the old and welcoming the new and the good.



Friendly Reminders

- Nicole has moved to the administration team to assist Barb and Katie
- If you are not already a member of the My Place Family Day Care Educators page, we encourage you to join so you can collaborate with fellow educators, share ideas, resources and keep up to date with the latest information.
- We ask Educators to not give out the service emergency phone number, this number is for you to use outside of the standard office hours if you require assistance.

HAPPY BIRTHDAY TO THE FOLLOWING EDUCATORS

LeeAnn Fatuma Nino

Pelaya Iglal Sophia

Zoe Sulita

Policy & Procedure Review

JANURAY REVIEWS

(QUALITY AREA 2 SAFETY)

7.2 EMERGENCY MANAGEMENT, LOCKDOWN AND EVACUATION.

Please ensure you are familiar with this policy, and you are conducting an emergency lockdown and fire drill every 3 months as well as when a new child starts care. These procedures should be done in consultation with the children prior to the drill to ensure they have a sound understanding of the expectations and why you are conducting them.

ICH's Child and Youth Risk Management Strategy.

You can now locate this on the website and is assessable for you to read, we do encourage you to read this and if you have any questions do not hesitate in contact us.

Clean and safe environments

Information regarding clean and safe environments was emailed out on Friday 28th January, aswell as a safety Checklist.

Please ensure you have read this and the checklist has been put into practice. Your corodinator will go through this with you on their next visit to assist you with your record keeping requiremnts.

FOCUS OF THE MONTH

(REGULATION 100 & 102)

As you are aware we have revised the Transportation/Excursion, Permissions, Risk Management paperwork and it has been consolidated into **1 form**. The aim is to ensure that details are streamlined and completed in full. This protects you as an Educator if there were to be an incident, while allowing Parents, the Regulatory Authorities, and the Service to clearly see the details, permission, and method of outings. This paperwork is required to be done once a year and when new children enter care.

It is essential that you fill each section of the form. Once each section has been completed in full you can seek Parents approval. (This is on the same form). This will allow parents to understand what their child will be involved in, how this will benefit their learning and outcomes and will provide an opportunity to communicate with families and children prior to any outings.

Once this has been approved and signed by Parents it needs to be sent to your Coordinator with a map for approval and returned before the excursion takes place.

Please remember to remind the parents and text the office excursion phone on 0401 085 135 the morning of the excursion, this includes weekends. The only time this does not need to be done is for your regular school runs that take place daily.

Don't forget anytime you leave your premises you must fill out your Logbook. Please see attached the Policy and Procedures relating to Excursions and Transporting of Children for you to refresh yourself with. Templates and examples have been sent out previously for your assistance.