

Weekly correspondence examples

Weekly Correspondence	WC Date: 11.07.22
Family Concerns:	YOUNGMAN – said her daughter is? HFM, will confirm at doctors tonight. Was seen to be drinking form another child’s bottle at <u>pick</u> up, nan questioned it and apparently educators said she’d been doing that all day, unacceptable, will post a message on deputy
Family Discussions:	NUTS – 5 children over VAC with nuts in sandwiches in the form of Nutella or peanut butter. Children also coming in after having nut products for breakfast with it all over their clothes, noticed by Maddi, out anaphylactic educator!! Reminder posted on Storypark to all families.
Positive Feedback:	STUDENT – Alana said she was happy with the resources and support our service is willing to offer students on <u>grac</u> . TAJANNA – potential educator came for interview/tour for her son. Loved what she saw and how welcoming the service was
Staff Concerns:	BABIES – roll for Friday 1 st July was not marked at <u>all</u> JAZMYN – unprofessional attitude towards turning up for shifts, story doesn’t add up regarding getting a PCR test and results being “lost”. Seriousness about the job needs to be discussed during KPI meetings this week.
Children Exits and Why:	NDIYAE – pulling out one child due to increase in fees and affordability. Have informed her of attending on her last day via email and in person.
New Enrolments:	NIL
Other:	TAJANNA – will not be able to start as soon as intended after all due to family circumstances

Weekly Correspondence **WC Date: 03.07.23**

Family Concerns:	
Family Discussions:	
Positive Feedback:	
Staff Concerns:	<p>-Jasmine very stressed <u>at the moment</u>, lots going on at home and she has mentioned to me a couple of times that without a permanent person in the room she feels like she has to do everything. On Wednesday a parent asked about her child's artwork and Jasmine broke down to me. I think she needs someone in there fulltime with her.</p> <p>Jamie wants to do a <u>9 day</u> fortnight and is back from holiday next week. Leigh was saying Jamie is already being paid as a permanent staff member and accruing leave so I thought maybe we could have Jasmine & Jamie in <u>the Kindy</u> permanently.</p> <p>As Shanny is only <u>3 days</u> she is happy to go wherever, I thought she would be great to cover staffs RDO's keeping the consistency and she could still keep doing the children's portfolio work. Shanny could also possibly cover my Day Off too.</p>
Practices to be improved or implemented	<p>-no phones to be used in rooms</p> <p>Screen time – how much <u>is</u> ok?</p> <p>Movies, <u>etc</u> being watched pretty much <u>daily</u>?</p>
Children Exits and Why:	<p>Lennie dropping 1 day due to increased cost of living.</p> <p>Skylar in Babies going to attend the Centre where her cousin attends.</p>
New Enrolments:	<p>2 new families did centre tour Tuesday 4/7.</p> <p>1 of those families with a baby and a toddler is starting from WB 17/7</p> <p>1 of the toddlers won't start till around Sept the other in a couple of weeks.</p> <p>Lochlan brown dropping from 5 – 3 days per week from next term.</p> <p>Eliana Nelson started 5 days per week toddlers.]</p>