

OCCASIONAL CARE REPORT

Licence

Kate Melhopt and I had a few meetings with Sharon Campisi from City of Sydney Council, discussing the issues regarding the new centre – the staff qualification requirement, the staff: child ratio, pre-school program, the hours of operation, the type of the service, the fees, the funding, Child Care Benefit, the budget and the document required for the licence.

Business Plan and Budget

Mike Salon and Kate Melhopt had drawn up a business plan and budget for the new centre, outlining the plans of marketing, operations, organization, financial, forward, and risk management.

Survey

Kate Melhopt had formatted a survey in relation to the new centre. We conducted the survey with the existing families and the families on the waiting list to find out what hours of operation they require, how many day they would use, and how frequently they would use – regularly or occasionally. The majority of the families requested for the long day centre. 20 new infants and 7 new children aged over 2 years old are on the waiting list not including the families who want to use on occasional basis or flexible days. Some of them might start it later. 17 existing children will stay with us.

Website

Mike Salon had updated the website. There is one page for the people who can express their interest in using our service. Many families registered with us on line.

Management Committee

Sara Lubowitz wrote a letter to invite the parents to join in the management committee. 3 families expressed their interest. It is good to have the parents who our using our services to join in so they can know how we operate the services and contribute their ideas. It is also good for the accreditation.

Volunteer

We have had 7 Japanese students from Aboard Study doing the volunteer work with us. They wanted to gain some experience in child care field and improve their English. They are very good with the children – caring and friendly. They have made the routine smoother and the workload lighter.

Handbook

Kate Melhopt developed the handbook for the parents. Charlie helped us to translate it into Chinese. We have started to distribute it to the parents.

SCAN Funding

I had meetings with Gail from SDN Children's Services Inc., discussing the Supporting Children with Additional Needs (SCAN) Funding. I asked the permission from 7 non English-speaking background parents in relation to apply for the funding and purchasing the language resources for those children. 6 application forms got approved, granted \$770 (including \$70 GST) for term 3. I purchased books (in English and bi-lingual languages), CD (songs), puzzles, picture cards, lotto games and finger puppets.

Books

Greg Byrnes from Radio 2UE (Sydney), Joan Murphy and Julie Brown of Dymocks Literacy Foundation talked to me about their 2nd DLF Radiothon fundraising event on Wednesday 24/9. The aim was to raise the money to put the books into the library of schools, charities and community groups. I put our name down and made a wish list of 35 books. Our wish came true. We are grateful and appreciate their kindness.

Acknowledgments

I gratefully acknowledged the financial assistance provided by the NSW Department of Community Services (DoCS).

I'd like to express my thanks to Management Committee members; to Kate Melhopt, the Manager; and to City of Sydney Council, especially Sharon Campisi who helped us with the licence.

My thanks must also go to my colleagues, Joyenti Chowdhury, Lina Amin, Tong Hong (known as Lee), all the casual staff members and the volunteers. I have been extremely fortunate to work with such a wonderful, friendly and hard-working people who are passionate about the work.

My thanks go out also to our families for their continued support and trust, and toys donation.

Spring Lai
OC Co-ordinator