

TANDA memos about performance and supervision



Shelyce Bitmead to Coolamon SEL - All Staff

Fri, Nov 24th, 4:36 pm



Weekly Rap

You have done it... its Friday we made it!

Its been a big week and I thank you for pulling through and surviving the craziness!!

A few notes:

Supervision please ensure your communicating with each other when leaving or moving around environments. When engaging with families ensure your positioning yourself with maximum few of the children.

Head counts please ensure your doing them when moving in and out of environments.

Yard checks AM staff please communicate if they haven't been done so we can get this done before the children are going outside.

Ensure all children are wearing hats when outside!

To refill the new soap dispenser, you need to click the little squares on the base for the top to come forward, take the cap off and refill. If you need help please come and see us we will help you.

I hope you all have a wonderful restful weekend, I thank you for all your hard work and beating the heat this week and it has definitely been tough being inside a lot more.

YOU'RE ALL AMAZING!! WE APPRECIATE YOUR HARD WORK.



Shelyce Bitmead to Coolamon SEL - All Staff

Thu, Nov 23rd, 11:25 am



Training Video - New cleaning chemicals

Hi Everyone,

Please watch the video in the below link. This will explain how to use our new chemicals that we have had installed upstairs in the laundry.

chemform.com.au/dilutioncentre

Thank you.

← Replies: 0


I acknowledge that I have seen and read the information provided.

! Requires your attention

Supervision

Hi All,

As discussed at last weeks staff meeting, please see attachment on active supervision. Please ensure you are communicating effectively between rooms and with the office on supervision requirements and ratios. If you need any further support please let me know.

 [QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning](#) ← Replies: 1



Laura Siagian to Coolamon SEL - All Staff

Tue, Nov 21st, 8:05 am



Sending Children Home

Hi Team,

Please ensure when your sending children home that we are clear on what the policy states. Ensure you are checking with office staff prior to sending children home.

If a child is going home with a fever ensure you write on the illness form the 24hour exclusion period.

Thank you