



Love & Mercy Family Day Care

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Hello Educators and Families,

We hope you are doing well. This newsletter is for May and June 2016. In our newsletters we cover any important news, updates, special events or general things to consider being family day care educators and families.

**Nominated Supervisor Farewell:**

Our nominated supervisor Aysenur Celik has left our service due to moving to a different area. We would like to thank her for being apart of our team and doing amazing things for our service. We would like to wish her the very best with her future.

Sincerely, Love and Mercy FDC Team.

**Educational Leader Farewell:**

Our educational leader Carmel Malcaus has left our service due to health concerns. We would like to send our good wishes to her for to have a speedy recovery. We would also like to thank her for being apart of our team and providing great support to our educators.

Sincerely, Love and Mercy FDC Team.



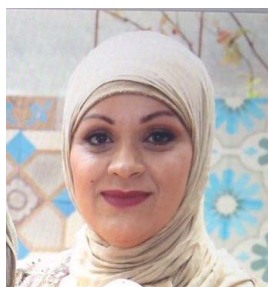
**Welcome Back Seher:**

We would like to welcome back our coordinator Seher Celik as she has returned from maternity leave. She will continue to do support visits as usual. We look forward to working with her.



**Welcome to our new Coordinator:**

Love and Mercy FDC has a new team member that we would like to introduce. Susan Nourredine has joined our amazing team as a field work



coordinator. Please make her feel welcome. Most of you will already know her from your diploma training.

**Sibel Annual Leave:**

Sibel our coordinator will be taking annual leave during June and July as she will be going overseas. We would like to wish her a nice relaxing break. Sibel will return to work in August. In the meantime, Susan and Seher will be working. If you have any queries during this time please do not hesitate to contact the office or our other team members.



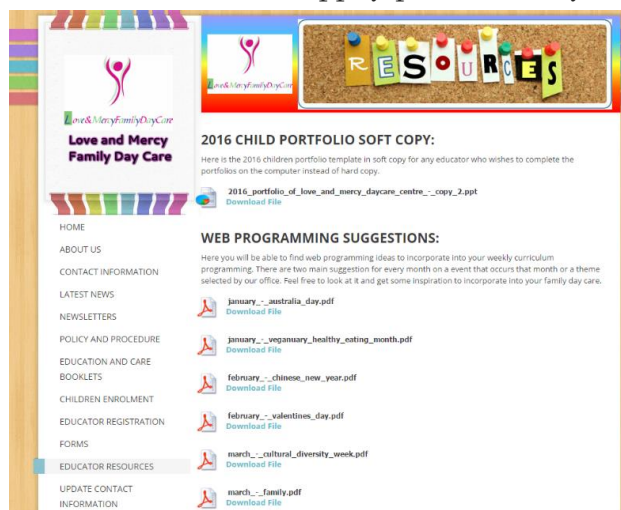
**Routine Excursions:**

Our office has created a routine excursion folder for our office so we are aware of when our educators regularly go on excursions. If all educators who go on routine excursions to please provide a copy of their routine excursion forms to our office. You can take a photo and send them to our office, send it via email or bring it in to our office and we can photocopy it for you. We require them as soon as possible. This is important as we need to know where educators are during service hours.



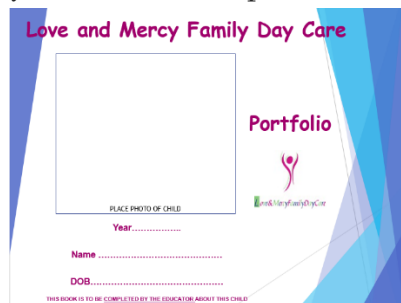
**Resources on our Website:**

We are pleased that our website has been running for 9 months and educators love accessing our website. We would like to remind our educators that we do have soft copy resources for programming, resource folders and any other relevant resources on our website. You can access this from the Educator Resources tab on our website. The page is password accessible and this was sent via text message to all educators. If you require the password again please ask any staff member and we will happily provide it to you.



**2016 Children Portfolios:**

Some educators have started their 2016 children portfolios and they are fantastic. However we have been noticing that quite a few of you have not started them. If you have not started them you need to ASAP. All our coordinators will be checking these in June and July support visits. We have given you all enough chances to start them. If they still have not been started during the June visits you may receive a breach letter from our service as you are not complying with our requirements. If you require help with the portfolios, you can look at our sample one we have on our website. It is under educator resources and you will need our password to access it. If you have



forgotten the password you can ask any of our staff members and they will be happy to give it to you.

**NQF Focus- April and May 2016:**

Our focus for the months of April and May 2016 is Quality Area 2: Children's health and safety. During April we will be following up the safety and hygiene checklist to ensure educators services are safe and hygienic for operation. During May we will be holding a workshop for food and nutrition. This will be to help educators plan food and drinks that are nutritious and appropriate for each child. This workshop will be professional development for educators so we highly encourage educators to attend.

QA1	Educational program and practice
QA2	Children's health and safety
QA3	Physical environment
QA4	Staffing arrangements
QA5	Relationships with children
QA6	Collaborative partnerships with families and communities
QA7	Leadership and service management

**NQF Focus- June and July 2016:**

Our focus for the months of June and July 2016 is Quality Area 6: Partnerships with families and communities. During June and July our aim to gather family feedback about our service. We will be giving feedback forms to our educators to pass on to parents in their service and return the completed forms to our office. This is important to us as we would like to hear what are families think about our service and any suggestions they may have for any improvements.

**Notification of Educator Changes:**

This is a reminder that educators need to notify the office if there are any changes including if you are not working, sickness, excursions, holidays or emergencies. You will need to contact the office directly on 02 9601 7594 or brother Bashir on 0430 401 993 so we can write it down in our notification of changes folder. Please do not notify any of our coordinators as they are always in and out of the office and it is illegal to use a mobile phone when driving.

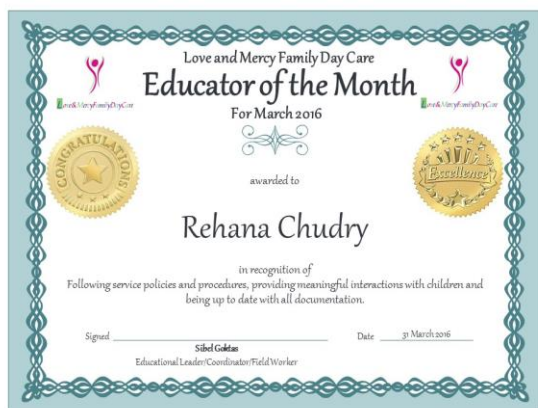
**Safety and Hygiene Check Update:**

Our coordination staff has conducted the annual safety and hygiene checklist during February 2016. We would like to thank most of our educators for maintaining well safety and hygiene. A few concerns our coordinators came across were and still need to be fixed are:

- **Expired first aid kit contents.** In this case, you will need to purchase a new first aid kit for your family day care (minimum 201 piece).
- **Small first aid kit in family day care.** According to the regulations, a family day care must have a minimum 201 piece first aid kit. You may have a smaller first aid kit for your emergency bag and car.
- **Expired contents in emergency bags.** Please make sure the first aid kit and all snacks are within expiry date.
- **Child safety locks or gate for kitchen.** As the kitchen is an unsafe environment due to sharp objects, utensils and appliances, you must either have child safety locks on each cupboard and draw or install a child safety gate so children do not have access to kitchen items.
- **Laminated safety glass on all windows below 75cm.** All glass and windows must be made from laminated glass or glazed up to 75cm high as stated in regulations. We have glazing available in our office for \$10 per metre.

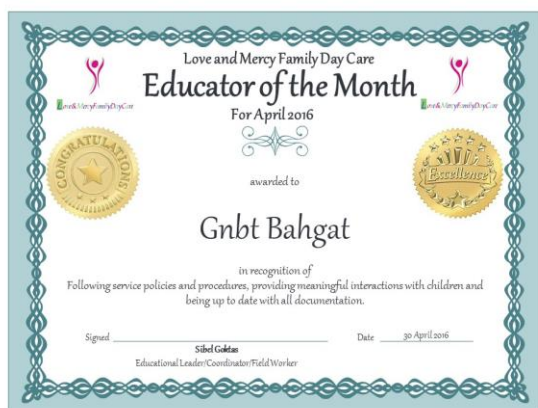
**Educator of the Month - March:**

We would like to congratulate Rehana Chudry for being Educator of the Month for March. She has done a great job in following service policies and procedures, providing meaningful interactions with children and being up to date with all documentation.



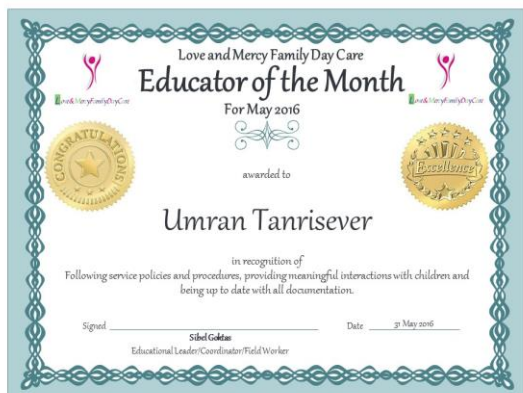
### Educator of the Month - April:

We would like to congratulate Gnbt Bahgat for being Educator of the Month for April. She has done a great job in following service policies and procedures, providing meaningful interactions with children and being up to date with all documentation.



### Educator of the Month - May:

We would like to congratulate Umran Tanrisever for being Educator of the Month for May. She has done a great job in following service policies and procedures, providing meaningful interactions with children and being up to date with all documentation.



### Winter Safety:

As the weather is much colder now and winter is almost here please make sure your heaters are safe to use in your family day care. The only safe heaters you are allowed to use are air conditioner or fan heater as there is a minimal risk of burns. You cannot operate a heater that has flames or will cause a burn when accidentally touched. Here are the images of safe heaters you can operate in your service:



### Upcoming Events in May and June 2016:

- 15-21 May – Food Allergy Week
- 22 May – National Walk Safely to School Day
- 23 May – Australia's Biggest Morning Tea
- 26 May – National Sorry Day
- 27 May to 3 June – National Reconciliation Week
- 5 June – World Environment Day
- 6 June to 5 July- Ramadan (Muslim Holy Month)
- 19 to 15 June – Refugee Week
- 20 June – World Refugee Day



Thanks for reading!

Next newsletter will be written for July and August 2016.

Regards Love and Mercy Family Day Care  
Coordination Unit Staff