

# Staff Meeting Minutes

**Date:** Monday, July 31, 2017  
**Attendance:** Amanda, Brad, Kirsty, Lisa, Devon, Leonie, Margaret, Steph, Lorina  
**Apologies:** Claire, Rachel and Spencer  
**Minutes by:** Lorina

## Agenda Notes

All educators were asked to attend one professional development course within the month, they will need to explain the outline of the course during the staff meeting and share any notes, strategies they learnt during the course.

Each lead educator within the rooms were given an opportunity to share their programs and to show how they are implementing the EYLF for the experiences planned. Educators were told that they could use whatever programs they felt was best suited to them and a couple of educators asked about Digital Documentation which will look into over the coming weeks.

Staff had some great ideas of including cultural diversity within the centre by incorporating cultural items in everyday routines. Such as giving children an option on how they should eat, introducing counting in different languages, adding words in different languages when speaking to the children, adding diverse foods to the menu.

Some educators suggested a rope for the younger children to hold onto during the fire drill as it was hard to gather the children and make sure that no child was inside during the fire drill. Also each educator was given a specific role of what they need to bring during the fire drill. Devon was selected as the First Aid Officer.

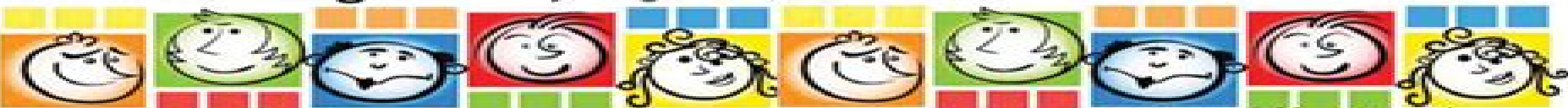
Amanda - recently graduated and completed her degree.  
Brad - offered a full time job in the preschool room  
Kirsty - appointed as the nominated supervisor

Educators were excited about the idea however some had concerns about how they could manage their personal time, what happens if they finished early and if it was compulsory to attend. We made a decision that the first 3 classes are compulsory.

Staff agreed to change their RTO on a monthly basis so they all have a chance throughout the year to have a long weekend. This will be done on a rotating basis.

Request to begin a FB page for our centre will be discussed with management - head office. Permanent staff are giving 10 days sick leave throughout the year. More information will be put up in the staff room tomorrow.

**Next meeting:** Thursday, August 31, 2017



# Staff Meeting Topics For Childcare

**Julie Birkenmaier, Marla Berg-Weger**



## **Staff Meeting Topics For Childcare:**

**100 Ideas to Market Your Childcare Business** Gallagher Taffy Gallagher, Taffy Gallagher, 2009-10 100 Ideas You Don't Have to Think Up Between staff calling in sick and balancing the bank account you don't have time to sit around dreaming up new ideas to promote your program and increase enrollment In this follow up publication to Program Full Your Guide to Successful Childcare Marketing the author takes the work out of brainstorming by offering a selection of ideas that inspire owners of preschools and early learning centers to create their own marketing campaigns This book features 100 ideas that are easy for administrators of early learning programs and childcare centers to incorporate into their current marketing activities Each of the 100 ideas in this book was selected to make marketing a childcare center or preschool a little bit easier The ideas range from simple to complex and vary in budget and knowledge requirements making it a useful reference for both family childcare and center based programs to customize them to fit unique situations Whether you own a small in home childcare business administer several child care programs for a large corporation or are the director at a single location you'll certainly reference this book many times during your marketing planning Celebrate your anniversary Idea 3 Work with local employers Idea 68 Call them by name Idea 14 Telephone etiquette Idea 62 Fundraiser promotion Idea 32 Catch the eyes of passersby Idea 94

**Meeting the Psychoeducational Needs of Minority Students** Craig L. Frisby, 2013-03-11 Dr Frisby focuses a bright light on issues that often remain obscured in a fog of polemics deeply held convictions and genuine concern for the plight of minority students Meeting the Psychoeducational Needs of Minority Students cuts through this fog with intense sharp clear thinking and data driven conclusions Jeffrey P Braden PhD Professor of Psychology and Dean of the College of Humanities and Social Sciences North Carolina State University Going beyond superficial feel good or feel bad ideologies to probe what really makes a difference in meeting the needs of often underserved populations Craig Frisby provides a comprehensive rigorous well written and entertaining honest work that addresses the intersection of race ethnicity and education Betty Henry PhD School Psychologist California School for the Blind Dr Frisby makes a perceptive and incisive assessment of much of the multicultural ideology currently propagated in professional psychology and education and directly confronts some of the major issues surrounding multiculturalism Unlike many other critiques that have been proffered over the last few decades however Meeting the Psychoeducational Needs of Minority Students also provides many concrete solutions for how to begin changing the current milieu A Alexander Beaujean PhD Associate Professor Baylor University A practical research based guide to facilitating positive educational outcomes for racial ethnic and language minority students This timely book is written from the perspective of contemporary school psychology for a variety of school personnel including school psychologists teachers guidance counselors and administrators with coverage of The problem of quack multiculturalism Home and family Context for school learning General cognitive ability learning and instruction Testing and assessment School discipline and behavior management Crime delinquency and gangs School district resources

**Critical Topics in Family Therapy** Thorana Nelson, Hinda Winawer, 2014-03-19 This Brief from the American Family Therapy Academy AFTA is a collection of chapters from the AFTA Monograph Series The chapters specifically address responses to a wide range of contextual phenomena from a relational family therapy perspective Chapters are grounded in family systems concepts and informed by postmodern perspectives including social justice The collection provides cutting edge thinking and practices for a variety of experiences that strongly impact individuals and families Authors address the treatment of couples and families oppressed by socio contextual phenomena such as war and poverty and of those marginalized by the insidious impact of dominant discourse on relationships and on the therapeutic context for example sexual gender identity and sexual practices Established practitioners and scholars with particular expertise in the areas addressed bring exceptional transparency and knowledge to the descriptions of their work Researchers clinicians educators and students of family and couples therapy will find this volume very useful *Partnering with Parents* Robert E. Rockwell, Janet Rockwell Kniepkamp, 2003 At last A book has finally arrived that takes the worry out of parent teacher communication This innovative and original guide makes it easy for preschool teachers to connect with parents and involve them in the learning process using family meetings Offering a complete plan for every meeting Partnering With Parents is bursting with helpful tips strategies and creative ways to build a connection between home and school Each meeting begins with an icebreaker allowing families to mix and mingle and then continues with multiple activities that give parents the opportunity to experience first hand what their child is learning The suggested meetings address a variety of topics with enticing titles such as Are You Hungry for Fun and Magical Art Mixtures Teachers parents and children alike will treasure each meeting as they build relationships and form a community of learners Each of the 27 family meetings includes Invitations Reminders Nametags Mixers Family Meeting Activities Meeting Evaluations Reproducible *The New Normal in IT* Gregory S. Smith, 2022-02-23 Learn how IT leaders are adapting to the new reality of life during and after COVID 19 COVID 19 has caused fundamental shifts in attitudes around remote and office work And in The New Normal in IT How the Global Pandemic Changed Information Technology Forever internationally renowned IT executive Gregory S Smith explains how and why companies today are shedding corporate office locations and reducing office footprints You ll learn about how companies realized the value of information technology and a distributed workforce and what that means for IT professionals going forward The book offers insightful lessons regarding How to best take advantage of remote collaboration and hybrid remote office workforces How to implement updated risk mitigation strategies and disaster recovery planning and testing to shield your organization from worst case scenarios How today s CIOs and CTOs adapt their IT governance frameworks to meet new challenges including cybersecurity risks The New Normal in IT is an indispensable resource for IT professionals executives graduate technology management students and managers in any industry It s also a must read for anyone interested in the impact that COVID 19 had and continues to have on the information technology industry Writing Skills

for Social Workers Karen Healy, Joan Mulholland, 2007-03-08 This work provides some tools for sharpening thinking writing and practice It is a readable accessible and highly relevant text suitable for all social workers Professional Social Work This book will become a key reference text for many social workers both while studying and as established professionals A well thumbed text on the bookshelf Janice West Glasgow Caledonian University Social workers are required to communicate in writing for a range of purposes and to write effectively for a range of audiences such as clients team members magistrates and policy makers Writing Skills for Social Workers aims to raise the profile of writing skills in social work practice and to enhance social workers written communication skills The book adopts a logical progression and each chapter identifies and contextualises the practical skills needed at specific points in training and practice Overall it will encourage the development of writing skills and techniques which will stand the reader in good stead throughout their professional career Key features of the book include training in core professional writing tasks particularly case notes report and proposal writing guidance in advanced writing skills such as writing literature reviews journal articles conference papers and funding applications a discussion of ethical issues and values including client confidentiality privacy and empowerment advice on using these skills to contribute to the formal knowledge base of social work through the publication of research By adopting a practical approach the authors have included a number of pedagogical features such as reflective exercises writing tips for specific tasks and guidelines for further reading This engaging book satisfies statutory requirements for training and continuing professional development It will therefore be an essential study guide for all students practitioners and managers in social work settings **Positive Discipline for Childcare Providers** Jane Nelsen, Ed.D., Cheryl Erwin, MA, 2010-08-25

Empowering Methods for Effective Childcare As a professional childcare provider you want to create an environment that is inviting and nurturing for children as well as encouraging for your adult staff You want to find ways to form a partnership with parents in their children s development Simply put you want to provide an all around quality childcare experience at every level This book is also great for parents who want to take an active role in assuring the best childcare for their children Positive Discipline for Childcare Providers offers a thorough practical program that is easily adaptable to any childcare or preschool situation and setting Inside are workable solutions to many of today s toughest childcare issues and everything you need to develop an enriching experience for children parents and workers alike You ll learn how to Create a setting where children can laugh learn and grow Support healthy physical emotional and cognitive development in all children including those with special needs Encourage parents to establish a partnership with you and provide the same kind firm limits and respectful environment at home Uncover support and learning opportunities for yourself and fellow childcare providers And much more In a magical way Positive Discipline for Childcare Providers demonstrates techniques that decrease misbehavior by increasing the child s sense of capability courage and community feeling Rob Guttenberg a state certified childcare trainer director of parenting education at YMCA Youth Services Maryland and author of The Parent As Cheerleader Wow

This book is an incredible resource full of effective and practical ideas from creating an environment where everyone feels welcome to a model of discipline that respects and empowers adults and children Mary Jamin Maguire M A L P LICSW trainer Minnesota School Age Childcare Training Network Resources in Education ,1998 *LGBT Diversity and Inclusion in Early Years Education* Deborah Price,Kath Tayler,2015-05-15 Children and families come in all shapes and sizes as do members of staff LGBT Diversity and Inclusion in Early Years Education will support practitioners in thinking about LGBT issues in relation to their early years practice It examines the history of equalities legislation and the diversity of families with LGBT members alongside pragmatic advice to ensure that all children families and staff feel welcomed and celebrated in the early years setting This book offers realistic advice and practical guidance which results from years of first hand experience in the early years sector The chapters explore key topics such as A brief history of legislation in the UK in regard to LGBT diversity Good practice with children and families LGBT diversity in an early years work environment Resourcing for equality Including case studies reading lists and links to useful websites and organisations this book will be valuable reading for all early years practitioners and students that want to promote an inclusive environment for the children in their care Disrupting the Culture of Silence Kristine De Welde,Andi Stepnick,2023-07-03 CHOICE 2015 Outstanding Academic Title What do women academics classify as challenging inequitable or hostile work environments and experiences How do these vary by women s race ethnicity rank sexual orientation or other social locations How do academic cultures and organizational structures work independently and in tandem to foster or challenge such work climates What actions can institutions and individuals independently and collectively take toward equity in the academy Despite tremendous progress toward gender equality and equity in institutions of higher education deep patterns of discrimination against women in the academy persist From the chilly climate to the old boys club women academics must navigate structures and cultures that continue to marginalize penalize and undermine their success This book is a tool kit for advancing greater gender equality and equity in higher education It presents the latest research on issues of concern to them and to anyone interested in a more equitable academy It documents the challenging sometimes hostile experiences of women academics through feminist analysis of qualitative and quantitative data including narratives from women of different races and ethnicities across disciplines ranks and university types The contributors research draws upon the experiences of women academics including those with under examined identities such as lesbian feminist married or unmarried and contingent faculty And it offers new perspectives on persistent issues such as family policies pay and promotion inequalities and disproportionate service burdens The editors provide case studies of women who have encountered antagonistic workplaces and offer action steps best practices and more than 100 online resources for individuals navigating similar situations Beyond women in academe this book is for their allies and for administrators interested in changing the climates cultures and policies that allow gender inequality to exist on their campuses and to researchers scholars investigating these phenomena It aims to disrupt

complacency amongst those who claim that things are better or good enough and to provide readers with strategies and resources to counter barriers created by culture climate or institutional structures      **Go Ask Your Mothers** Sarah Wells, 2024-08-13 From a CEO of a multimillion dollar company that empowers working moms this guide gives managers an inside look at what mothers really want from their leaders In a post pandemic job market creating a truly mom supportive workplace is the ultimate competitive advantage But there s a pervasive problem across workplaces big and small Managers aren t asking new mothers what support they need to transition back to work successfully At the same time working moms are afraid to ask for help resulting in poor employment outcomes for both parties The solution Intentional and open conversation which has to start at the managerial level Go Ask Your Mothers is a guidebook for leaders at every level and in every sector offering them An outline of the struggles new working moms face from a lack of proper accommodations to the wide range of mental and physical postpartum challenges Context for why communication problems can arise between managers and moms A road map for initiating successful conversations with new mothers Proven strategies for facilitating successful transitions back to work for new moms Investing in working mothers is more than just a powerful retention strategy it s an investment in your entire organization s success Now more than ever we cannot afford to lose these highly valuable employees and equipped with the right tools we won t have to      Organizational Histories of Nonprofit Human Service Organizations Michael J. Austin, 2013-09-13 This book is based on an important but complicated question How have nonprofit human service organizations sustained themselves over time It documents the organizational histories of pioneering nonprofits that have unique missions and significant longevity in one case 157 years This volume provides one of the few documented histories of nonprofit human service organizations and includes a cross case analysis of the major themes that help to expand our understanding of organizational lifecycles with respect to organizational growth and resilience The major themes appear in the form of clusters of organizations that are exemplars of leadership experiences of either founding or long term executive directors internal operations capacity to respond to changing community needs and external relations capacity to develop unique and or sustained relationships with funding sources and or donor populations These cases also provide students of nonprofit management with opportunities for case based learning that complements the more time limited and episodic teaching cases which rarely provide learners with a longitudinal perspective of nonprofit organizations This book was originally published as a special issue of the Journal of Evidence Based Social Work      *The School Business Manager's Handbook* Hayley Dunn, 2018-05-17 This book brings together guidance advice and tips from school business leaders across the sector Demonstrating the importance of being an outward facing leader who knows their value and can clearly communicate their impact Wherever you are in your career this book will provide you with practical advice on how to thrive in your role deal with difficult situations develop your career create positive collaborative relationships that will improve your role your school and most importantly the outcomes for the young people you serve

School business leaders are without doubt unsung heroes in education and this book will empower you to be the best version of yourself *The Resilience Factor* Ryan T. Hartwig, Léonce B. Crump, Warren Bird, 2023-06-20 Want to unleash the remarkable in your team This guide from experienced leaders will both inspire and equip your team to move from floundering to flourishing Filled with practical examples reflection questions diagnostic tools and group activities this resource lays out the practical action plan you need to build an unbreakable team **Chapters 8-13: The Practice of Generalist Social Work, Third Edition** Julie Birkenmaier, Marla Berg-Weger, 2014-01-10 This text for generalist practice courses is also available with a treasure trove of related materials for use in a two or three course practice sequence The text helps translate the guiding theoretical perspectives of social justice human rights and critical social construction into purposeful social work practice Six unique cases specially written for this Series provide a learning by doing framework unavailable from any other social work publisher Companion readings and many other resources enable this text to be the centerpiece for three semesters of practice teaching Go to [www.routledgesw.com](http://www.routledgesw.com) to learn more This custom edition includes chapters 8 13 for instructors teaching the second semester of a two semester generalist practice sequence and is also available in e book editions in a full range of digital formats *People Under Three* Sonia Jackson, Ruth Forbes, 2014-10-06 Services for young children have gone through a period of rapid transformation in recent years which have been paralleled by great advances in our knowledge of early child development However care and education in the first three years of life continues to be a neglected area Thoroughly updated to take account of key policy and practice changes in childcare provision this landmark text translates child development theory and research into everyday practice All the practical ideas in the book have been developed and tested in nurseries family and children s centres and include the importance of providing opportunities for adventurous and exploratory play for babies and toddlers understanding and responding to children s emotional needs and offering personalized and sensitive care The book also explores different ways of working with parents and the role of early years settings and practitioners in helping to keep children safe It includes chapters on Childcare policy and services Planning spaces for living learning and playing Babies in day care Heuristic play with objects Mealtimes Learning out of doors Leading and managing a childcare centre Involving and working with parents Safeguarding children *People Under Three* is an established practical text for all those training to work with young children or managing day care facilities Focusing on the care and learning of very young children it is designed specifically for those who look after them day by day as well as being a useful resource for social work students and policy makers **Coping with Crisis: Learning the lessons from accidents in the Early Years** Bernadina Laverty, Catherine Reay, 2016-04-07 This practical book is useful both for inspection preparation and helping to promote the ongoing importance of personal responsibility and commitment to children s safety and well being It condenses management and safeguarding issues by bringing together food safety health and safety legislation and the welfare requirements within the revised Early Years Foundation Stage 2014 It outlines the



importance of complying with legal responsibilities and discussing the outcomes of failing to comply This helps to prioritise safeguarding through knowledge of the inspection process The book focuses on raising awareness and promoting a culture of safety to try and prevent accidents incidents and food poisoning outbreaks in settings It provides advice and guidance on how to improve quality gradings and food hygiene rating scores It also outlines the importance of taking ownership being confident and familiar with the inspection process by giving a broad overview and easy to follow format on topics to prompt staff discussions reflection and further individual research This book is a must have for all staff working within the Early Years Foundation Stage EYFS and could be used for training workshops and professional discussions **Your 24 Hours**

Sabina Wilk-Mróz,2024-09-04 discover your full potential with our comprehensive guide to efficiency and time management In this ebook you will find practical tips and strategies to help you prioritize stay productive and achieve your goals from mastering techniques like the pomodoro method and pareto analysis to self assessment and personal development dive into sections on setting priorities continuous self improvement and adapting to change additionally you ll find sample daily weekly and monthly planners to help you stay organized get ready to transform your approach to work and life start your journey to success today **Human Resource Management in Public Service** Evan M. Berman,2010 The Third Edition of this

award winning text helps readers develop key skills for success while also reminding them of the complex puzzles and paradoxes of management in the public sector It provides thoroughly updated and enhanced coverage with additional practical tools for managers and student job seekers more international examples more examples from hospitals and social services and new sections on ethics training motivation psychological contracts civil service reform and workplace violence

Chapters 6-9: The Practice of Generalist Social Work, Third Edition Julie Birkenmaier,Marla Berg-Weger,2014-01-21 This text for generalist practice courses is also available with a treasure trove of related materials for use in a two or three course practice sequence The text helps translate the guiding theoretical perspectives of social justice human rights and critical social construction into purposeful social work practice Six unique cases specially written for this Series provide a learning by doing framework unavailable from any other social work publisher Companion readings and many other resources enable this text to be the centerpiece for three semesters of practice teaching Go to [www.routledgesw.com](http://www.routledgesw.com) to learn more This custom edition includes chapters 6 9 for instructors teaching the second semester of a three semester generalist practice sequence and is also available in e book editions in a full range of digital formats

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