

# *Occasional care report*

We have moved to Chippendale over a year now. Everything went well. Good feedback in relation to the environment from the parents, children and staff members.

## **Publicity and Networking**

We have lost half of the families due to the move, mainly because of the distance. In order to make us known by the local community, I mailed out our pamphlet to local organisations and community, participated the activities at “Playgroup on the Waterloo Green” to network with “Alexandria Park Community School” and “South Sydney Community aid Coop Ltd”. Mrs Byrnes helped us with the letter drop in Chippendale and Mr. Byrnes broadcasted our service at the 2UE Sydney radio station. But the most effective way is “word of mouth”.

## **Occupational Health & Safety (OH&S)**

Through out the whole year, we have updated OH&S and Fire Evacuation policies and procedure; nominated Lina Amin as the OH&S Representative and Joyenti Chowdhury as Fire Warden. Both of them attended the training. We assessed all the electrical equipment and did the pest control.

People from City of Sydney Council came and did the maintenance – checked the building materials, cleaned the heaters/air-conditioners and top up the fire extinguishers.

And even Spotless was brought in to repair the leaking roof, bench, gates, and pavement and clean the gutter.

Our OH&S management system is in place to provide a safe, healthy and productive workplace where everyone understands what they must do to make and keep it that way and also to ensure that we are complying with the OH&S regulations.

## **Licence Visit**

We had on spot check from DoCS regarding part 3 Facilities & equipment requirements to check whether we comply with regulations and provide high quality child care services.

Now on there will be on spot checking from DoCS.

We aim to deliver a high quality care for our families.

## **Acknowledgments**

I'd like to express my thanks to DoCS, our funding body, to City of Sydney Council, to my colleagues, Joyenti Cowdhury, Lina Amin, Tong Hong (known as Lee), and all the casual staff members, for their hard work and tireless efforts. My thanks go out also to our families for their continued support and trust, and toys donation.

Spring Lai  
OC Co-ordinator