

SAMPLE JOURNAL – CHILD CARE CENTRE MANAGER

A list of the tasks you did during the month; and
A description detailing how you did one of the tasks you listed

For example -

- Opened centre x 15
- Closed centre x 9
- Liased with parents
- Maintained medical records
- Dispensed medicines
- Recruited and trained new staff
- Supervised educators
- Maintained budgets
- Organised training for educators
- Monitored children's special dietary requirements
- Attended centre meetings x 2
- Adhered to government legislation
- Oversaw cleaning of facility x 13
- Took new enrolments x 3

Liaising with parents

During drop off times the parents update me on teething, toilet training or any illness. I keep a "Children's Daily Sheet" that records child's sleeping, feeding and toileting so I can keep the parents constantly updated about the progress of their child at pick up times.

I maintain a communication book for the parents to leave any important notes such as if the child is getting picked up early or by someone else, whether they have medication and must leave a signed medication form. All team members must look at this book each day.

I produce a monthly newsletter that is emailed to the parents to inform them of any changes to the centre and of upcoming social gatherings. An on-line communication tool is also used for keeping families up to date on the daily activities happening at the centre and to let parents know how the programming and planning is done according to children's interest and their developmental stage.

Social gathering events are arranged throughout the year so the families can meet other families and team members in an informal, relaxed way. These events are used to share ideas and to get to know each other. For example near mother's day, mothers were invited to an afternoon tea and were given a gift made by their child. These events also help me to share the children's current interests and progress and to get parent feedback about their child's learning journey.

Feedback is always welcomed from the families as it is beneficial for the development of my programming.