



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

Childcare Induction Checklist

COM

Name: Shannon Noble

Item	Signed by Employee	New	Date	Signed by Supervisor
CATEGORY: FORMALITIES				
OSHC Staff Guidelines - Roles and Responsibilities	Shannon Noble		20.8.10	S. Ockwell
Parent Handbook	Shannon Noble		20.8.10	S. Ockwell
Child Protection Policy - Alleged Abuse Record Form	Shannon Noble		20.8.10	S. Ockwell
Complaints Policy and Procedure - Complaints Form	Shannon Noble		20.8.10	S. Ockwell
In-service Training & Development Policy	Shannon Noble		20.8.10	S. Ockwell
Child Care Philosophy	Shannon Noble		20.8.10	S. Ockwell
Staff Immunisation Policy	Shannon Noble		20.8.10	S. Ockwell
Staff Orientation Policy	Shannon Noble		20.8.10	S. Ockwell
Staff Child Ratios Policy	Shannon Noble		20.8.10	S. Ockwell
Staff Selection Policy	Shannon Noble		20.8.10	S. Ockwell
Staff Professionalism Policy	Shannon Noble		20.8.10	S. Ockwell
CATEGORY: INTRODUCTIONS				
Area Manager	Shannon Noble		20.8.10	S. Ockwell
Program Co-ordinator	Shannon Noble		20.8.10	S. Ockwell
Other Members of staff	Shannon Noble		20.8.10	S. Ockwell
CATEGORY: OCCUPATIONAL HEALTH & SAFETY				
Occupational Health & Safety Officer				
First Aid Locations	Shannon Noble		20.8.10	S. Ockwell
Accident Reporting - forms and procedures	Shannon Noble		20.8.10	S. Ockwell
Critical Incident Policy	Shannon Noble		20.8.10	S. Ockwell
Hazard Identification	Shannon Noble		20.8.10	S. Ockwell
Illness Exclusion Policy	Shannon Noble		20.8.10	S. Ockwell
Emergency Evacuation Procedure	Shannon Noble		20.8.10	S. Ockwell
What role does a Safety Officer play	Shannon Noble		20.8.10	S. Ockwell
Hazardous Materials Policy	Shannon Noble		20.8.10	S. Ockwell
CATEGORY: AREA RESPONSIBILITIES				
Workplace Familiarisation (Orientation)	Shannon Noble		20.8.10	S. Ockwell
Communication Systems - In trays / Notice boards / Diaries / Collection of personal information	Shannon Noble		20.8.10	S. Ockwell
Telephone Operation & Etiquette	Shannon Noble		20.8.10	S. Ockwell
Opening Procedures	Shannon Noble		20.8.10	S. Ockwell
Bookings Systems / Cancellation Procedure	Shannon Noble		20.8.10	S. Ockwell

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Enrolment Forms	Shannon Noble	20.8.10	S. Ockwell
Program Fees	Shannon Noble	20.8.10	S. Ockwell
Daily Attendance Rolls – sign in / out system	Shannon Noble	20.8.10	S. Ockwell
Illness / Injury / Accident / Medication records	Shannon Noble	20.8.10	S. Ockwell
Observations	Shannon Noble	20.8.10	S. Ockwell
Programming	Shannon Noble	20.8.10	S. Ockwell
Lost Property	Shannon Noble	20.8.10	S. Ockwell
Closing Procedures	Shannon Noble	20.8.10	S. Ockwell

In signing this Induction Checklist, I agree that I have read and fully understood all related documentation, policies and procedures.

Employee Signature: Shannon Noble

Date: 20.8.2010

Supervisors Signature: S. Ockwell

Date: 20.8.10

Sheree Ockwell.

****Once this form is complete, place in employees personnel file****