**Preschool ‘Staff Induction’ Checklist**

I have been shown where the following documentation is stored onsite (please tick to acknowledge):

* The Leading and Operating Department Preschool Guidelines
* The Early Childhood Code of Ethics
* National Quality Standards
* DEC Policies and Procedures
* Regulations & Law
* What are you looking for?
* First Aid Kits
* Medications
* Early Years Learning Framework

I have been provided with the ‘Casual Teacher Folder’ and had time to read over the contents including (please tick to acknowledge)

* Emergency Procedures
* Alerts for children with allergies or medical conditions
* Class profile
* Preschool program
* RFF & Duty Roster
* Instructions for the day
* Telarah Preschool’s Philosophy
* Telarah Preschool Induction Booklet

Staff/Casual Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TPS Staff Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_