



ORIENTATION CHECKLIST

Child's Name:	
Start Date:	
Date of orientation:	

Documents required for enrolment	YES	NO	Comments
Enrolment form completed and checked by the nominated supervisor			
AIR- Immunisation Record photocopied			
Original Birth Certificate photocopied			
Complying Written Agreement (CWA) signed by the family (CCS)			
Direct Debit Form completed			
Any medical conditions have been discussed			
Action Plan/ Medical Management Plan has been received			
Additional needs/supports have been discussed			
Communication Plan discussed and dates booked for completion			
Background information form completed and returned by parent			

Payment of Fees	YES	NO	Comments
Fees			
Child Care Subsidy explained			
Appropriate enrolment type created for CCS			



Direct debit processes explained, including initial date of direct debit			
Late Fees			
Absences Explained			
Public Holidays (fees payable)			
Notice for withdrawal from care explained			
Administration Fee/Bond Payment & Refund Procedure explained			

Service Orientation Conducted	YES	NO	Comments
Service Philosophy			
Service Policies (including: Sun Safe; Complaints/Grievance/Feedback.)			
Appropriate clothing/footwear/sun hat			
Introduction to key staff			
Introduction to educators			
Arrival and Pick up – Signing in and out			
Child Safe Standards (Child Protection)			
Authorised Nominees			
Authorisations- transportation, sun cream, emergency medical treatment			
Hygiene responsibilities- COVID safe			
Parent Communication – My Family Lounge			
Children's lockers			
Toilets (for children and adults)			



Indoor and Outdoor Areas and Class room environment			
Family Participation			
Service Program			
Child Portfolios/ Observations			

OFFICE USE ONLY

Parent has received a copy of this document and original has been placed into the child's file

Educator Signature: _____ Date: _____
