Dear Volunter/Visitor

Please fill in the details in this book whenever you spend time at kinder as a Volunteer/Visitor. This includes such things as : Fruit and Milk Duty, Working Bee, Committee Work, Cleaning Days, Help with Special Activity Days, etc.

#I It is important that these details are filled in every time.

It is also important that the teacher is aware of your time at the kinder in a Volunteer/Visitor role.

If you have any questions about this sign-in procedure, please talk to the teacher, or contact the ECKA Administration staff on 5339 5055

Thank-you

Date	**Name**	**Reason for being at kinder**	**Contact Phone Number**	**Time in**	**Time out**	**Signature**	**WWCC details (if applicable) / Comments**	**Staff Member to Initial**