

Service / Team Induction Checklist



Service Name:		Date:	
Inductee Name:			
Inductor Name:			
Additional Attendees:			

	Item	Complete Y/N
1.	Tour of kindergarten, including staff facilities, emergency exits and evacuation plans, location of files and information in office, and foyer, etc	
2.	Communication facilities and practices, including access to computer, email, how information is shared and distributed amongst staff, contact numbers of staff members Staff meetings – frequency/ attendance/purpose	
3.	Expectations of each role, reviewing position descriptions, expectations and understanding of each role, each staff member skills, contributions, and ‘comfort’ levels discussed and understood – including identification of any professional development/mentoring required or requested.	
4.	Sharing the Learning Space	
5.	Time Management; including time frames for cleaning, collaboration in tasks,	
6.	Communication Competencies and Code of conduct. Process and procedure for seeking assistance from the ECKA office if needed. How will the team communicate if they do not see one another?	
7.	Current community profile and families attending service	
8.	AEL and ESK programs Including working with other professionals, additional educators – PINARC, CAFS, Etc	
9.	Service philosophy and QIP process and supports available	
10.	Current program, including cycle, input, communication to all staff, when & how is reflection undertaken and incorporated into program planning. Number of observations required/process/responsibilities	
11.	Copy of induction checklist provided to all participants	
Any further notes from meeting-		