



Induction Assistant / Educator to Act in Place of

Prospective Assistant and Educators to Act in Place of must complete an Educator Application Form.

If the application is successful an interview will be conducted and the induction process will commence.

Once approved by the service, the educator will be advised. A Certificate of Membership and Registration will be provided to a Educator to Act in Place of and must be on display for parents when the educator is working.

It is recommended that all Assistant and Educators to Act in Place of are given an induction to your service, below is a guide, please add your service specific requirements to the form and keep while you engage an assistant or relief.

Assistant/Educator to Act in Place of Name _____ Date ___ / ___ / ___

Family Day Care Educator Name _____ Date ___ / ___ / ___

	Yes	No
Assistant / Educator to Act in Place of knows where the regulations and Law is kept at the family day care service	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator to Act in Place of where the YMCA Family Day Care policy file is located, and understands how to implement them	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator to Act in Place of has read an understands the following policies Safeguarding young children policy Confidentiality policy Alcohol and drug policy Supervision policy Excursion and transport policy Grievance policy Harmony policy	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator to Act in Place of knows where the program is located and how to implement it, including how to write observations and learning stories while educator is not available	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where the routine is located and how to follow it	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where the emergency evacuation procedure is and how to follow it Assistant / Educator Act in Place of can complete an emergency evacuation practice	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where the telephone is and the emergency phone numbers	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where the menu is and how to follow it	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where the first aid kit is located	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of knows where child enrolment forms are located and is aware of any allergies etc.	<input type="checkbox"/>	<input type="checkbox"/>
Educator to act in place of has been issued a Harmony subscription	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of understands how to sign children in on Harmony and can calculate Parent payments if required	<input type="checkbox"/>	<input type="checkbox"/>
Assistant / Educator Act in Place of has the YMCA FDC Service contact details	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments
