Windermere®
everyone is someone in our community

NON-STANDARD HOURS CHILD CARE

EDUCATOR CHECKLIST

FAMILY NAME …….

DATE & PERIOD OF CARE REQUIRED …….
(e.g. 12-13 Nov 2013 9am – 7pm)

☐ Discussion with family regarding requirements

☐ Type of care casual / emergency / 24 hr / permanent

☐ Discussion with Coordinator prior to application to determine suitability

☐ Complete booking form

☐ Submit to office the full application including supporting evidence/documentation

☐ Approval received

Additional comments:

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