**Charnwood-Dunlop School**

**Arrival of Relief Staff at Preschool**

Please warmly greet the educator and show them where to keep their bag.

Ask them to sign in and to fill out their qualifications, WWVP number and for teachers, their TQI number.

If it is their first time at Charnwood-Dunlop Preschool, they need to show their WWVP and TQI cards to the front office staff who will make photocopies.

***If they have brought a copy of their qualification, please make a photocopy and let office staff know so they can update the Staff Record.***

Please give the educator the *Relief Staff* folder.

Show the educator where:

* Sign in sheet is
* Staff handover sheet is
* the bathroom is
* the tea and coffee facilities are
* the Medical Response Plans are located.

Show them the outdoor learning environment and explain how our indoor-outdoor program works (if appropriate).

Introduce the educator to the other team members and let them know when their lunch break will be.

Please check in with them throughout the day and offer assistance if needed.

At the end of the day, please thank them for their time.

Any problems call an Executive Team member for support.