Contents

[Appreciation Board 3](#_Toc77765053)

[Complaint Acknowledgement 4](#_Toc77765054)

[Community Engagement Employee Questionnaire 5](#_Toc77765055)

[Conclusion of Traineeship 6](#_Toc77765056)

[Curriculum Topic Educator Feedback Questions 7](#_Toc77765057)

[Employee Exit Letter 8](#_Toc77765058)

[Employee Exit Questionnaire 9](#_Toc77765059)

[Employee Exit Questionnaire (2) 10](#_Toc77765060)

[Employees contribute to service decisions 12](#_Toc77765061)

[Employee Questionnaire 13](#_Toc77765062)

[Final Warning Letter Fair Work Template 14](#_Toc77765063)

[First/Second Warning Letter Fair Work Template 15](#_Toc77765064)

[Handbook Changes Notice to Staff 16](#_Toc77765065)

[Higher Duties 17](#_Toc77765066)

[Induction Employees - Evaluation 18](#_Toc77765067)

[Induction Employees –Evaluation (2) 19](#_Toc77765068)

[Management Changes 20](#_Toc77765069)

[Notice of Performance Improvement Plan 21](#_Toc77765070)

[Ongoing Employment Following Improvement Plan Letter 22](#_Toc77765071)

[Philosophy Review 23](#_Toc77765072)

[Policy and Procedure Changes 24](#_Toc77765073)

[Receipt For Uniform And Property 25](#_Toc77765074)

[Reg Changes 26](#_Toc77765075)

[Room Choices Next Year 27](#_Toc77765076)

[Staff Member of the Month 28](#_Toc77765077)

[Staff Member of the Month Behaviour Guidance 29](#_Toc77765078)

[Staff Member of the Month Best Portfolio 30](#_Toc77765079)

[Staff Member of the Month Best Storage Area 31](#_Toc77765080)

[Staff Member of the Month Friendly Environment 32](#_Toc77765081)

[Staff Member of the Month Outstanding Contribution 33](#_Toc77765082)

[Termination After Improvement Plan Letter 34](#_Toc77765083)

[Termination After Probation Letter 35](#_Toc77765084)

[Tradesperson Safety Letter 36](#_Toc77765085)

[Training Bond Agreement 37](#_Toc77765086)

# Appreciation Board

**Dear Staff**

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. An Appreciation Board is one way each of us can let another staff member know why we value them. This may be for example, for their dedication, professionalism and work at our Service.

**Step 1** Decide who will be responsible for organising the Board this week.

**Step 2** Decide which educator or staff member to feature this month.

Draw up a roster to ensure no-one is missed.

**Step 3** Circulate the Appreciation Board

Circulate to other educators and staff and invite them to write something positive about the person.

**Step 4** Review the comments and present the Appreciation Board to the featured educator/staff member.

This is the responsibility of the person responsible for organising the Board.

You may like to take a photo of the person receiving the appreciation board and place it in you staff room or on your centre’s Facebook page.

You may like to have an appreciation board for the children to use.

*I appreciate you*

*INSERT NAME*

*because*

# Complaint Acknowledgement

INSERT LOGO and address

Name

Address Line 1

Address line 2

Dear <insert name>,

Thank you for your letter of <INSERT DATE> describing the problems you have been having at work. I understand you are concerned about <insert outline of complaint>.

We are not taking your complaint lightly. I will be using our Complaint Procedure to investigate your complaint as quickly as possible in an impartial, fair and thorough way using the steps below:

1. Investigate the complaint
2. Provide a written outcome of the investigation
3. Document the result and process
4. Offer external review
5. Implement any improvements to service practices and procedures
6. Obtain feedback about the complaint process by questionnaire
7. Track any similar complaints to rectify issues within our Service.

I will do my utmost to maintain confidentiality throughout this process. However in order to thoroughly investigate your complaint, it may be necessary to discuss the matter directly with the people involved. Please be assured, however, that the victimisation of any person raising a complaint is unacceptable. This behaviour would be viewed as misconduct and involve appropriate disciplinary outcomes.

More information is available in our Grievance Policy and Procedure. I will be in touch shortly after completing an investigation of your complaint. Please feel free to contact me if you wish to discuss the matter further.

Sincerely,

<Insert name of Nominated Supervisor>

Nominated Supervisor

Ph 02 9999 5555

# Community Engagement Employee Questionnaire

1. What do you do when you get feedback from families or the community on service operations?

1. Provide an example of staff members or managers passing on information from families and the community.

1. How do you work as a team to respond to community needs?

1. What is a great example of staff members working with the community?

1. What opportunities exist to more effectively meet community needs in the future?

1. What networks have been established with community organisations and how have these helped our service?

1. How do you use community resources to deliver service programs?

1. What is the best piece of advice or feedback the service has received from the community?

1. How did the service meet community needs by acting on the advice or feedback?

# Conclusion of Traineeship

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>

**Conclusion of Traineeship**

As you will be aware, you commenced your traineeship with us on <date traineeship commenced> and in accordance with the provisions of your training contract your traineeship will conclude on <date traineeship concludes>

Although we have benefited greatly from your work during your traineeship we are unfortunately unable to offer you ongoing employment at the conclusion of the training period.

This letter will serve to provide you with notice of the conclusion of your employment, your final pay will include any outstanding accrued annual leave entitlements that you have not yet accessed.

We wish you well with your future endeavors.

Yours sincerely,

<Name of person signing the letter>

<Position>

# Curriculum Topic Educator Feedback Questions

1. How do you feel children have responded to this learning?

1. Was there any particular activity that children really liked Yes/No
2. If yes, what was it?

1. Could we improve learning about <insert topic>? Yes/No
2. If yes, how?

Educator Name: Educator Signature:

Date:

# Employee Exit Letter

INSERT LOGO and address

Dear <insert employee name>

You’ve been a valuable addition to our service and we’re sorry to see you go. You will be missed by all team members as well as the families and children that you’ve educated and cared for.

I’ve attached a survey and invite you to share your views about service. Please feel free to answer all questions honestly. Your thoughts will help us on our journey of continuous improvement and will remain confidential.

We all wish you and your family the very best for the future.

Warm Regards

Insert Name

Nominated Supervisor

Insert Phone number

Insert Date

# Employee Exit Questionnaire

We welcome your feedback. Please answer honestly so we can improve practices, policies, procedures etc where required. Your answers will remain confidential.

**Key 1 Strongly agree 2 Agree 3 Neutral 4 Disagree 5 Strongly disagree**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Issue** | **1** | **2** | **3** | **4** | **5** | **N/A** | **Comments** |
| You always felt respected and valued by team members |  |  |  |  |  |  |  |
| Your immediate manager always acted professionally |  |  |  |  |  |  |  |
| Your specific skills and strengths were used at the service eg  to develop the curriculum |  |  |  |  |  |  |  |
| You felt free to suggest new ways to do things |  |  |  |  |  |  |  |
| Your ideas were discussed and/or acted on |  |  |  |  |  |  |  |
| Your training needs were adequately identified |  |  |  |  |  |  |  |
| You provided input into your training needs |  |  |  |  |  |  |  |
| You had a training plan that was properly implemented |  |  |  |  |  |  |  |
| You received adequate coaching from more experienced  Staff eg Room Leader/Educational Leader |  |  |  |  |  |  |  |
| You were adequately supported when you needed help eg  with children’s behaviour? Please comment on any issue  where you did not feel supported |  |  |  |  |  |  |  |
| Your specific duties were clear eg in a position description |  |  |  |  |  |  |  |
| Service policies and procedures provided adequate guidance  on work practices |  |  |  |  |  |  |  |
| You always knew where to find policies, procedures,  Regulations, EYLF/MTOP etc |  |  |  |  |  |  |  |
| Grievances were managed professionally and in line with  Service procedures |  |  |  |  |  |  |  |
| Your wishes about room and team preferences were  considered (even if not always followed) |  |  |  |  |  |  |  |
| Your long term goals were considered eg during your  performance appraisal/development of your training plan? |  |  |  |  |  |  |  |
| You would recommend the service as a great place to work |  |  |  |  |  |  |  |
| You would recommend the service to family and friends  looking for child care |  |  |  |  |  |  |  |

Thank you. If you’d like to make any further comments please do so below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Employee Exit Questionnaire (2)

We want to improve our personnel practices and make our Service a better place to work. Your answers will be

kept confidential.

**Reason for Leaving:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Did you feel sufficiently trained for your job?**

Please comment:

1. **Did you feel that you were always treated with respect & in a professional manner by co-employees and the**

**nominated supervisor?**

Please comment:

1. **Do you feel that you could have done your job better if you were provided with different resources? What**

**resources should we think about providing?**

Please comment:

1. **Did you feel free to discuss suggestions or problems with the nominated supervisor?**

Please comment:

1. **Did your nominated supervisor provide you with clear instructions and expectations?**

Please comment:

1. **In your opinion, were all employees treated equally? Were any given preferential treatment or discriminated**

**against?**

Please comment:

1. **Did you witness or have knowledge of any unethical or illegal acts or practices engaged in by any of our**

**employees?**

Please comment:

1. **Do you have any suggestions for improving Service management?**

Please comment:

1. **Do you have any suggestions for improving the quality of education and care we provide?**

Please comment:

**10. Were working conditions satisfactory? Was your pay in line with that available from other children’s services?**

Please comment:

**11. Do you have any suggestions for improving our communication methods and delivery?**

Please comment:

1. **Do you have any suggestions for improving our partnerships/relationships with families?**

Please comment:

1. **Do you have any suggestions for improving our employees’ motivation?**

Please comment:

1. **Do you have a new job that you expect to begin within the next few weeks? With whom? What does that**

**business offer you that we didn’t?**

Please comment:

1. **Would you consider coming back to our service?**

Please comment:

I have returned, or arranged for the return of all service property, including, but not limited to, computers, software, documents, financial records, personnel files, equipment and tools, keys, client or family lists, books, resource materials, and children’s documents and photos.

Signature Date

# Employees contribute to service decisions

We value feedback and advice from educators and staff and understand employees have an important role in the continuous improvement of our practices and procedures.

Add ideas here *eg let’s do weekly/more excursions* (Nominated Supervisor can also add ideas)

What will happen if we do this?

*eg opportunities to extend learning that would be meaningful to children*

What will happen if we **don’t do this?**

*eg limited curriculum that can only be implemented with service resources*

What **won’t** happen if we **do** this?

*eg won’t get working towards; eg children won’t be bored, frustrated, looking for new activities and experiences*

What **won’t** happen if we **don’t do** this?

*eg There won’t be as many opportunities to develop products or activities that children are interested in.*

# Employee Questionnaire

We welcome your feedback. Please answer honestly so we can improve practices, policies, procedures etc where required. Your answers will remain confidential.

**Key 1 Strongly agree 2 Agree 3 Neutral 4 Disagree 5 Strongly disagree**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Issue** | **1** | **2** | **3** | **4** | **5** | **N/A** | **Comments** |
| I always feel respected and valued by team members |  |  |  |  |  |  |  |
| My immediate manager always acts professionally |  |  |  |  |  |  |  |
| My specific skills and strengths are used at the service eg  to develop the curriculum |  |  |  |  |  |  |  |
| I always feel free to suggest new ways to do things |  |  |  |  |  |  |  |
| My ideas are discussed and/or acted on |  |  |  |  |  |  |  |
| My training needs were adequately identified |  |  |  |  |  |  |  |
| I can provide input into my training needs |  |  |  |  |  |  |  |
| I have a training plan that is properly implemented |  |  |  |  |  |  |  |
| I receive adequate coaching from more experienced  Staff eg Room Leader/Educational Leader when needed |  |  |  |  |  |  |  |
| I’m adequately supported when I need help eg  with children’s behaviour Please comment on any issue  where you do not feel supported |  |  |  |  |  |  |  |
| My specific duties are clear eg in a position description |  |  |  |  |  |  |  |
| Service policies and procedures provide adequate guidance  on work practices |  |  |  |  |  |  |  |
| I always know where to find policies, procedures,  Regulations, EYLF/MTOP etc |  |  |  |  |  |  |  |
| Grievances are managed professionally and in line with  Service procedures |  |  |  |  |  |  |  |
| My wishes about room and team preferences are  considered (even if not always followed) |  |  |  |  |  |  |  |
| My long term goals are considered eg during your  performance appraisal/development of your training plan |  |  |  |  |  |  |  |
| I would recommend the service as a great place to work |  |  |  |  |  |  |  |
| I would recommend the service to family and friends looking for child care |  |  |  |  |  |  |  |

Thank you. If you’d like to make any further comments please do so below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Final Warning Letter Fair Work Template

<Date>

Private and confidential

<Insert employee’s full name>  
<Insert employee’s residential address>

Dear <insert name>

Final warning letter

I am writing to you about your <performance/conduct> during your employment with <insert company/partnership/sole trader name and the trading name of business> (the employer).

|  |  |
| --- | --- |
|  | The next part of this letter sets out an example of best practice performance/conduct counselling. It is not prescribed by law. You may not have done all these things or they may not be relevant in your situation, so you should delete what is irrelevant. Using this letter also assumes you have already provided written warnings about this issue. If you have not done this already, it is recommended you consider using the ‘[First/second warning letter template’](http://www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.doc.aspx).  If you are a small business it is very important that you comply with the Small Business Fair Dismissal Code if you are considering terminating an employee. Visit [www.fairwork.gov.au](http://www.fairwork.gov.au) for a copy of the code. |

On <insert date> you attended a meeting with <insert name of others at the meeting>. At this meeting you were advised that your <performance/conduct> has been unsatisfactory. You were issued with a formal warning letter dated <insert date>, which stated that if your <performance/conduct> did not improve your employment may be terminated.

At our meeting on <insert date>, your <performance/conduct> was again reviewed and you were advised that improvement had not been achieved to the level required by the employer. You were provided with a second warning letter dated <insert date>.

|  |  |
| --- | --- |
|  | Remove the above sentence if you are going straight from a first to a final warning letter. |

As I advised at our meeting on <insert date>, your performance has not improved and continues to be unsatisfactory.

This is a final warning letter. If significant improvement in your <performance/conduct> is not achieved by <insert date> your employment may be terminated. To reiterate, our expectation is that you <insert details of expected outcomes>.

|  |  |
| --- | --- |
|  | It is very important that you do not set requirements that are discriminatory, unlawful or otherwise unreasonable. You may wish to seek professional advice about discrimination and other general protections. |

I propose that we meet again on <insert date> to review your progress. If you wish to respond to this final warning letter please do so by contacting me on <insert phone number> or by replying in writing.

Yours sincerely,

<Insert name>

<Insert position>

# First/Second Warning Letter Fair Work Template

<Date>

**Private and confidential**

<Insert employee’s full name>  
<Insert employee’s residential address>

Dear <insert name>

**Warning letter**

I am writing to you about your <performance/conduct> during your employment with <insert company/partnership/sole trader name and the trading name of business> (the employer).

|  |  |
| --- | --- |
|  | *The next part of this letter sets out an example of best practice performance/conduct counseling. It is not prescribed by law. You may not have done all these things or they may not be relevant in your situation so you should delete what isn’t needed.*  *If you are a small business it is* ***very important*** *that you ensure you have complied with the Small Business Fair Dismissal Code if you are considering terminating an employee. Visit* [*www.fairwork.gov.au*](http://www.fairwork.gov.au) *for a copy of the Code.* |

On <insert date> you met with <insert name of others at the meeting>. At this meeting you were advised that your <performance/conduct> has been unsatisfactory, and that immediate improvement is required. In particular you were advised that <insert explanation of unsatisfactory performance or conduct, for example regularly attending work late or not completing required tasks>.

In the meeting you were asked if you had anything you wished to say or to respond to the situation and you <insert details of the employee’s response or if no response was provided you can note here that the employee ‘did not respond’>.

After considering the situation it is expected that your <conduct/performance> improves and specifically that you <insert advice given to employee regarding improvement of performance or conduct, for example outline deadlines for improvement, specific performance targets set (ensure whatever you require is reasonable and fair in the circumstances and that you have considered any response or reasons from the employee)>.

|  |  |
| --- | --- |
|  | *It is* ***very important*** *that you do not set requirements that are discriminatory, unlawful or otherwise unreasonable. You may wish to seek professional advice about discrimination and other general protections.* |

This is your <first/second> warning letter. Your employment may be terminated if your <conduct/performance> does not improve by <insert date that is reasonable in this situation>.

I propose that we meet again on <insert date> to review your progress. Please let me know if this time is convenient to you. If you wish to respond to this formal warning letter please do so by contacting me on <insert phone number> or by replying in writing.

Yours sincerely,

<Insert name>

<Insert position>

# Handbook Changes Notice to Staff

Attention Educators/staff members:

This is just to let you know that changes have been made to the Staff Handbook. The changes are as follows:

<insert changes>

These changes will also be discussed at our next meeting on

At the meeting you will be issued a copy of the new Handbook. You will need to read and sign the copy to prove that you have read and understood the changes that have been made.

# Higher Duties

<Insert centre name and logo>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

**Agreement to take on additional (Higher) Duties**

Dear <insert name>,

As we have discussed, we are pleased to offer you, on a temporary basis, additional duties working in the position of <insert Position Name> commencing from <insert start date>.

Although your terms and conditions of employment will remain the same, your wage rate will be adjusted to at least the minimum rate specified for this classification of work under the applicable Award/Agreement, or such higher sum as we may negotiate.

We anticipate that this higher level work should conclude by close of business on <insert end date>however if this needs to change you will be given at least 7 days notice in advance.

To accept this offer of higher duties work please return a signed and dated copy of this letter to me by <insert date>.

Yours sincerely,

<insert Nominated Supervisor’s name>

Nominated Supervisor

I, <insert name of employee>, have read and understood this letter and accept the offer of higher duties work from <insert company/partnership/sole trader name> on the terms and conditions set out in this letter.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Induction Employees - Evaluation

Overall how would you rate the induction you received?

Very Dissatisfied Dissatisfied Neither satisfied or dissatisfied Satisfied Very Satisfied

-10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 +1 +2 +3 +4 +5 +6 +7 +8 +9 +10

What are we currently doing well in relation to the employee induction process?

What areas of the induction process could we improve? Please consider content covered, timeframes, delivery etc.

Please add any further comments below

Employee Name

Employee Signature Date

# Induction Employees –Evaluation (2)

Our Service encourages employees to be involved in consultative or decision making roles. We value your ideas and suggestions, and the information you provide below will help improve our induction practices. We respect your privacy. The information will be treated in confidence and used without any reference to your name or specific comments.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Overall how would you rate our enrolment and orientation process? (Please circle one)

Very Satisfied Satisfied Neither satisfied or dissatisfied Dissatisfied Very Dissatisfied

|  |  |  |
| --- | --- | --- |
| Yes | No | Did you receive sufficient advice about workplace policies, procedures and practices eg annual leave, sick leave, complaints, dress code, social media, core values, interactions with parents, rostering, service philosophy? |
| Yes | No | Were you initial introductions to staff and the service beneficial eg met everyone, informed of their roles and relevant qualifications (eg first aid), informed of the location for all resources and equipment, shown how to use essential equipment? |
| Yes | No | Were you introduced to families in an organised, systematic way? |
| Yes | No | Did our induction process allow you to become familiar with all service policies and procedures? |
| Yes | No | Were you given opportunities to ask questions about policies, procedures, service rules etc? |
| Yes | No | Did the person you report to (eg Room Leader) provide enough coaching and support to help you meet expectations and requirements eg service policies, procedures, room/service routines, teaching practices? |
| Yes | No | Did you feel like a valued member of the team after starting work? |
| Yes | No | Was enough information provided about the specific interests, strengths or needs of children in your room including medical management plans and risk minimisation plans and location, behaviour plans, medication needs, routines? |
| Yes | No | Did you feel you could confidently respond in an emergency after advice about our emergency response procedures, and location and use of emergency equipment (eg fire extinguisher)? |
| Yes | No | Were your training needs adequately identified and a training plan completed? |

If you would like to comment further on your induction process including any extra feedback about

what we do well or what we could improve please do so below.

# Management Changes

Dear staff member,

We have made the following changes to our practices at the service. Please read the changes and sign and date below. If you have any questions please don’t hesitate to ask the Nominated Supervisor or you can raise questions at the next educator meeting.

Insert changes and the reasons for the changes along with any policies/procedures which will change.

|  |  |  |
| --- | --- | --- |
| **Educator/Employee Name** | **Educator/Employee Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Notice of Performance Improvement Plan

<Print on your business letterhead>

Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

**Notice of Performance Improvement Plan**

For some time, a number of issues have arisen that have caused us concern regarding your general conduct and capacity to perform tasks assigned.

Although we have raised these issues with you informally from time to time in the course of your everyday work, you have not demonstrated to our satisfaction a commitment to address our concerns. This leaves us with no other option than to enter into a more formal process so these issues might be resolved. You are hereby required to enter into a Performance Improvement Plan (PIP), to be achieved over the next [enter the number of weeks] weeks.

Although we are confident that, given the opportunity and an understanding of our concerns, your performance will improve to the standard we require, it should be clearly understood that, if our concerns are not adequately addressed by the end of the review period, your employment will be terminated.

During any of the review meetings, you are entitled to have a person with you for support. However, the support person is not a representative and cannot speak on your behalf. It is critical that you understand that we are looking for your answers, input and commitment during these meetings, not those of your support person.

Please review the attached Performance Issues sheet to apprise yourself of our concerns and pay particular attention to the outcomes we need to see achieved over the review period. We will discuss these issues and your input and comments regarding these issues in detail at our first review meeting scheduled for [set the time and date or the first meeting].

Yours sincerely

**[Centre Name]**

"[Employers Name]"

Nominated Supervisor/Approved Provider

# Ongoing Employment Following Improvement Plan Letter

<Insert centre name and logo>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address >

Dear <insert name>,

Recognition of Improvement

Thank you for participating in the Performance Improvement Process we commenced on <Insert date Process Started.>

You have addressed issues identified for improvement to a level that we are happy to confirm your ongoing employment and valuable contribution to our work at <insert Service name.>

Please keep up the good work and if you need any further support or feedback regarding your conduct or capacity don’t hesitate to ask.

Yours sincerely

<insert Nominated Supervisor/Approved Provider’s Name>

<insert Position>

# Philosophy Review

INSERT LOGO and address

Dear Educators and Staff,

As a part of our Quality Improvement Plan, we would like your feedback on our Philosophy.

At its simplest, a philosophy is important because it describes our values and goals, why we have these values and goals, and how we will achieve them.

Philosophy deals with questions arising from our capacity to affect others. The values we apply and our behaviours are not simply ‘natural’, they come to us through our capacity to reflect on our choices and to choose carefully how to act. This applies to businesses as much as to individuals.

With this in mind, we aim to foster a spirit of reflection on our philosophy to ensure it accurately reflects what we do and why we do it. You may, for example, consider how our philosophy guides your interactions with children, families and team members and your teaching practices.

Please read our current philosophy and give your feedback, either directly to me or on the notice board with the existing philosophy.

Please be assured we value your input.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>

# Policy and Procedure Changes

Dear Educators,

Following consultation with educators, staff and families, we have made changes to the following Policy and/or Procedure as discussed below. Please read the changes and sign and date below. If you have any questions please don’t hesitate to ask the Nominated Supervisor or you can raise questions at the next educator meeting.

Explain changes to policies and procedures here

|  |  |  |
| --- | --- | --- |
| **Educator/Employee Name** | **Educator/Employee Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

INSERT LOGO and address

# Receipt For Uniform And Property

|  |  |
| --- | --- |
| Employee name: name: |  |

|  |  |
| --- | --- |
| Items issued by: |  |

|  |  |
| --- | --- |
| Date items issued: |  |

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Value ($)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I acknowledge that I have received the items listed above. I understand that I am required to return the items

in good condition, subject to fair wear and tear for replacement from time to time determined by the employer

and at the end of my employment.

I authorise the business to withhold the value of these items from my wages if they are not returned.

Signature of employee: Date: / /

Name of nominated supervisor:

Signature of nominated supervisor: Date: / /

# Reg Changes

Dear Educators,

Amendments have been made to the National Law/Regulations as discussed below. Please read the changes and sign and date below. If you have any questions please don’t hesitate to ask the Nominated Supervisor or you can raise questions at the next educator meeting.

Add Changes to National Law/Regulations here and any policies that have changed

|  |  |  |
| --- | --- | --- |
| **Educator/Employee Name** | **Educator/Employee Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Room Choices Next Year

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rooms**

Nursery One\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nursery Two\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toddler One\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Toddler Two\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Junior Preschool\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preschool\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list in order of preference, which room and/or staff you would like to work in or with next year or tick the boxes below. Your preferences will be kept confidential and will not be shared with any other staff

|  |  |  |
| --- | --- | --- |
| **Room** | **Work with these staff** | **Don’t work with these staff** |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I don’t mind which room I work in

I don’t mind which staff I work with

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Staff Member of the Month

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members or the Nominated Supervisor.

This month’s staff member will be selected for the best practices in positive guidance.

Rank each person from 1 to 10 in the categories below

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Visual routines displayed | 6 |  |  |  |  |  |  |  |  |  |  |
| Rapport with parents | 10 |  |  |  |  |  |  |  |  |  |  |
| Most varied and exciting set up of equipment and room. | 10 |  |  |  |  |  |  |  |  |  |  |
| Helping other staff having difficulties with behaviour guidance | 7 |  |  |  |  |  |  |  |  |  |  |
| Positive feedback to children | 9 |  |  |  |  |  |  |  |  |  |  |
| Quietest room | 4 |  |  |  |  |  |  |  |  |  |  |
| **Totals** | 46 |  |  |  |  |  |  |  |  |  |  |

# Staff Member of the Month Behaviour Guidance

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members or the Nominated Supervisor.

This month’s staff member will be selected for the best practices in positive guidance.

Rank each persons from 1 to 10 in the below categories

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Visual routines displayed | 6 |  |  |  |  |  |  |  |  |  |  |
| Rapport with parents | 10 |  |  |  |  |  |  |  |  |  |  |
| Most varied and exciting set up of equipment and room. | 10 |  |  |  |  |  |  |  |  |  |  |
| Helping other staff having difficulties with behaviour guidance | 7 |  |  |  |  |  |  |  |  |  |  |
| Positive feedback to children | 9 |  |  |  |  |  |  |  |  |  |  |
| Quietest room | 4 |  |  |  |  |  |  |  |  |  |  |
| **Totals** | 46 |  |  |  |  |  |  |  |  |  |  |

# Staff Member of the Month Best Portfolio

<Insert Month and Year>

Dear Staff

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members or the Nominated Supervisor.

**Criteria for staff member of the month:**

* **Staff member who has contributed to making the “Best Portfolio”**

November is coming to an end and the children’s portfolios need to be completed. This award recognising the little extras staff do to make sure the portfolios accurately reflect the achievements and Learning Outcomes of each child, and that provide the best experience for children and families.

Staff member nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Staff Member of the Month Best Storage Area

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members, parents or the Nominated Supervisor.

Rank each persons from 1 to 10 in the below categories

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the cleanest Storage Area? | 6 |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the Best labels on containers of resources? | 10 |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the safest storeroom eg nothing stored in front of shelving? | 10 |  |  |  |  |  |  |  |  |  |  |
| Storage area packed correctly i.e. light weighted objects on top of shelving, heavy on the bottom? (Refer Indoor Storage checklist and Outdoor Storage Checklist) | 7 |  |  |  |  |  |  |  |  |  |  |
| Chemicals/cleaning products clearly labelled and stored correctly? (Refer Audit of Stored Substances, Chemicals and medicines) | 9 |  |  |  |  |  |  |  |  |  |  |
| **Totals** | 46 |  |  |  |  |  |  |  |  |  |  |

# Staff Member of the Month Friendly Environment

<Insert Month and Year>

All our educators and staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding educator at our Service.

Rank each person from 1 to 10 in the below categories

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Educator of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Most Fun | 6 |  |  |  |  |  |  |  |  |  |  |
| Always smiling with parents | 10 |  |  |  |  |  |  |  |  |  |  |
| Creates fun activities for the children | 10 |  |  |  |  |  |  |  |  |  |  |
| Always smiling with other educator | 7 |  |  |  |  |  |  |  |  |  |  |
| Makes us laugh the most | 4 |  |  |  |  |  |  |  |  |  |  |
| Best jokes | 9 |  |  |  |  |  |  |  |  |  |  |
| **Totals** | 46 |  |  |  |  |  |  |  |  |  |  |

# Staff Member of the Month Outstanding Contribution

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise the dedication, professionalism and work of one outstanding staff member at our Service. Those receiving the award can be nominated by the Nominated Supervisor, parents or colleagues.

Rank each person from 1 (being the worst) to 10 (being the best) in the below categories.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Always happy to help other team members | 8 |  |  |  |  |  |  |  |  |  |  |
| Often takes the initiative and leads others. |  |  |  |  |  |  |  |  |  |  |  |
| Always willing to "to go the extra mile/kilometre"? |  |  |  |  |  |  |  |  |  |  |  |
| Actively gets to know each child’s interests, skills, knowledge and abilities | 7 |  |  |  |  |  |  |  |  |  |  |
| Builds the curriculum using spontaneous and intentional teaching | 7 |  |  |  |  |  |  |  |  |  |  |
| Documents all relevant learning immediately | 6 |  |  |  |  |  |  |  |  |  |  |
| Always follows our policies and procedures | 7 |  |  |  |  |  |  |  |  |  |  |
| Engages with parents every day | 10 |  |  |  |  |  |  |  |  |  |  |
| Guides children’s behaviour in a positive, respectful way | 9 |  |  |  |  |  |  |  |  |  |  |
| Builds warm and responsive relationships with children | 8 |  |  |  |  |  |  |  |  |  |  |
| Acts professionally and in accordance with our Code of Ethics and philosophy at all times | 8 |  |  |  |  |  |  |  |  |  |  |
| Displays a positive work ethic (eg diligent and conscientious) |  |  |  |  |  |  |  |  |  |  |  |
| Actively contributes to staff meetings | 5 |  |  |  |  |  |  |  |  |  |  |
| Currently completing professional development activities | 1 |  |  |  |  |  |  |  |  |  |  |
| Continually assesses premises and procedures for risk and immediately takes actions to reduce or eliminate risks | 9 |  |  |  |  |  |  |  |  |  |  |
| Engages in ongoing reflection to improve the curriculum and achieve Learning Outcomes. | 8 |  |  |  |  |  |  |  |  |  |  |
| Engages in critical thinking about their own values, beliefs and assumptions and how these may affect each child’s learning and development. | 7 |  |  |  |  |  |  |  |  |  |  |
| Builds partnerships with families and the community | 6 |  |  |  |  |  |  |  |  |  |  |
| Regularly contributes to the Quality Improvement Plan | 4 |  |  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |  |  |  |

# Termination After Improvement Plan Letter

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

**LETTER OF TERMINATION**

On <insert date started> you commenced employment with us at <Insert service name>.

This period has afforded us the opportunity to observe your ability to perform tasks assigned and determine how well you fit into our centre culture. Equally it has also afforded you the opportunity to evaluate what we expect of you in your position.

After careful consideration of your contribution to date we have decided that it is in the best interest of all parties that your employment with us should be discontinued.

Your employment will end immediately and you will receive in addition to any accrued entitlements, < insert number of weeks> weeks’ pay in lieu of notice in accordance with your Award. You will not be required to work the notice period.

Yours sincerely

<Name of person signing the letter>

<Position>

# Termination After Probation Letter

<Print on your business letterhead>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

**LETTER OF TERMINATION**

On <insert start date> you commenced employment with us at <insert service name>.

This period has afforded us the opportunity to observe your ability to perform tasks assigned and determine how well you fit into our centre culture. Equally it has also afforded you the opportunity to evaluate what we expect of you in your position.

After careful consideration of your contribution to date we have decided that it is in the best interest of all parties that your employment with us should be discontinued.

Your employment will end immediately and you will receive in addition to any accrued entitlements, < insert number of weeks> weeks’ pay in lieu of notice in accordance with your Award. You will not be required to work the notice period.

Yours sincerely

<Name of person signing the letter>

<Position>

# Tradesperson Safety Letter

INSERT LOGO and address

Dear Tradesperson,

While working in our Service it is extremely important that you help us ensure the safety of all children. You can do this by:

* always letting the Nominated Supervisor/Director know when you arrive and leave
* signing in and out on our visitor register
* securely closing any gate or door behind you
* never leaving tools or equipment in a place that children can access- even for a moment. For example, young children may be injured if they
  + swallow small objects like screws, nails and batteries that are within reach
  + swallow or touch paints, turpentine and other chemicals that are within reach
  + climb or pull over unattended ladders
  + play with unattended power/manual tools.

Additionally, if children are present please ensure there’s at least one staff member in the area where you’re working, and only interact with any child under the supervision of a staff member. These measures are designed to protect you from any allegations related to child protection.

The children enjoy visits by tradespeople and like watching work in progress very much. Your co-operation and understanding regarding the above safety points is appreciated.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>

# Training Bond Agreement

INSERT LOGO and address

I, <employees name> agree that my employment will be bound for a period of <number> months from <date> to <date>. The training bond covers the investment <employers name> has made in training me to be able to undertake work at <qualification level> level.

The course that this bond relates to is:

<Course name> run by <Training Organisation> from <date> to <date> (period of training course) at a cost of <cost of course> plus GST (training costs).

I understand that by accepting this training bond agreement that I will be required to continue in employment with <employers name> until the end of the bound period. Once the term of the bond is completed, the bond will be released and I will not be liable from that time.

If for any reason (except redundancy) my employment terminates before the end of the bonded period, I agree to reimburse <employers name> the pro-rata value of the course described above. The Pro-rata value will be based on the course costs plus GST for the time not completed in the bonded period stated above.

I authorise <employers name> to deduct any amount owed in regard to the incomplete bonded period from my final pay including from any money payable to me for unused leave entitlements. If <employers name> is prevented from deducting this amount or if my final pay is not sufficient to cover this debt, I agree to pay the balance owed in full within 7 days of my resignation/termination. I understand that if I do not repay the bond amount, debt collection action may be taken against me.

By signing this agreement I fully understand the terms and conditions that this training bond covers.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Employer signature Date**