

# Printable Checklist

To do	Complete Date	Completed Initials
Noongar Season poster printed and displayed		
Policy reviews documents printed		
Emergency procedure completed		
Emergency procedure evaluation completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Kitchen audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Building and Safety Audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
First Aid Kit Audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Medication Audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Incident, Injury, Illness and Trauma Audit completed on Sharing Platform		
Offsite/Excursion Bag Audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Newsletter content sent to <a href="mailto:marketing@keikiearlylearning.com.au">marketing@keikiearlylearning.com.au</a>		
Qualifications and requirements list checked, and any questions sent to <a href="mailto:jessica@keikiearlylearning.com.au">jessica@keikiearlylearning.com.au</a>		
Event fact sheets printed		
Responsible Person Audit completed and sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a>		
Any other compliance visit sent to <a href="mailto:Compliance@keikiearlylearning.com.au">Compliance@keikiearlylearning.com.au</a> (What Mess, Critical Fire, Council etc.)		