



# EDUCATOR – MATERNITY LEAVE/ EXTENDED LEAVE

KATH DICKSON FAMILY DAY CARE  
METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

Start Date of Leave:	Expected return date:
Educator first name:	Surname:
Address:	Suburb: Post code:
Contact phone	Email:

DOCUMENTS TO BE RETURNED TO SERVICE		DATE RETURNED
Visitors Log		
Completed Educator Diaries		
Completed incident reports		
Completed Medication records		
Completed Assessment for Learning		
Cancellation of Care form for each family in care		
TO BE COMPLETED BY THE SERVICE		DATE COMPLETED
Scanned children’s documents into Harmony		
Process final attendance records		
Remove children in care from Harmony/ Parent Guardian Archived		
Send any outstanding invoices to Educator		
Suspend Harmony Subscription		
Update Spreadsheets to show Educator on Leave		