

Child:	
Start Date:	
Parents:	
Teacher doing induction:	
Drop offs and Pick ups <ul style="list-style-type: none"> - Who will be doing these? - Remind to sign in/out and why this is important in the event of an emergency - Remind of our hours, closed for stat days, shorter hours over Christmas 	
Child's general routine at home <ul style="list-style-type: none"> - This is important especially for under two year olds - When do they nap? How long for? - When do they eat their main meals? - What time do they wake up in the morning/go to sleep at night? - Anything else that might be of assistance to keep things as normal as possible? 	
Sleeping <ul style="list-style-type: none"> - Show parents the sleep room - Are they ok with a cot or stretcher? - Any cuddly toys or pacifier? 	
Food Preferences <ul style="list-style-type: none"> - Any likes or dislikes? - What do they generally eat at home? 	
Bottles <ul style="list-style-type: none"> - How many bottles per day? - Formula/Breast milk/Cows milk? - Parents to bring in and take home bottles daily. It is their responsibility to get these from the kitchen. 	
Likes <ul style="list-style-type: none"> - Find out any interests, favourite activities or toys, things that make them happy and that might assist us during settling. 	
Dislikes/Fears <ul style="list-style-type: none"> - Any animals, particular people etc that their child is afraid of? 	
Comforts from home <ul style="list-style-type: none"> - During settling, it can be good to have an item that smells like home and offers them comfort 	
Toilet training/Nappies <ul style="list-style-type: none"> - Parents to bring their own nappies and wet wipes - parent to bring their own nappy rash cream - If toilet training, how are they going at this? Do they need constant reminding? 	
Communication <ul style="list-style-type: none"> - Language/s spoken at home - Useful words we can use if they don't speak any English - Do the parents speak English? - Point out our English, Mandarin and Cantonese speaking teachers. 	

<p>Any Special needs? How can we help?</p> <ul style="list-style-type: none"> - Language or developmental delays? - If needed, we can apply for special assistance through the ministry of education. 	
<p>Cultural Beliefs</p> <ul style="list-style-type: none"> - Is there any information regarding the child/s culture that could be helpful for us while settling your child? 	
<p>Sunblock</p> <ul style="list-style-type: none"> - We use Cancer Society Kids Pure, is this ok for your child? - Parents to supply their own if they prefer a different brand. - Remind parents it is their responsibility to apply sunblock at home in morning - We will apply a second coat at lunch time if needed. 	
<p>Storypark</p> <ul style="list-style-type: none"> - Explain how Storypark works for daily communication - Explain that it is completely private and photos containing other children are not to be shared to parents' personal sites - Give parents form to sign - Add them on the spot if possible. 	
<p>What to bring</p> <ul style="list-style-type: none"> - Named hats, swimwear, a drink bottle, 2x changes of NAMED clothing - Express the importance of naming their child/s clothing. 	
<p>Centre excursions</p> <ul style="list-style-type: none"> - Explain how we take regular walks to the park and that they would have agreed to this upon signing consent on the enrolment. 	
<p>Portfolios/Planning</p> <ul style="list-style-type: none"> - Show parents the child's portfolio - Explain the forms they need to fill in at the front of the portfolio - Explain how we appreciate parents input, they are welcome to take them home and add their own stories and photos. 	
<p>Accident/Incident forms</p> <ul style="list-style-type: none"> - All accidents will be written in the book, parents are to sign these forms and take a copy upon pickup. - If their child is sent home with an illness, they will also need to sign the book. 	
<p>Staff</p> <ul style="list-style-type: none"> - Introduce parents to staff - Inform on each teachers roles/responsibilities (Manager, supervisor, cook, u2 or o2 teachers, relievers etc) 	
<p>Any other questions, concerns or ideas the parent might have.</p> <ul style="list-style-type: none"> - Please write these down ☺ - Make a photocopy of this for the parents to take home. 	

