

Nursery New Starter Checklist

1	Placing request granted	
2	Emergency contact information obtained	
3	Any medical notes inserted into file	
4	Induction day(s) scheduled	
5	Meeting/discussion with parents	
6	Induction day(s) completed	
7	Handbook given to parent/carer	
8	List of adults allowed to collect child obtained	
9	Care plan created	
10	Parents given feedback sheet (start of each term)	