

New Parents Checklist

This list is to be completed with the child’s key person upon their first induction to ensure all areas are discussed. Please tick next to each section once completed.

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| Key person: |
| Camera, mobile phones and recording device use |  |
| Routine |  |
| Medication policy |  |
| Accidents and first aid |  |
| Parents evening/ letters/ newsletters/ questionnaires |  |
| Uniform/ jewellery |  |
| Behaviour management policy |  |
| Individual planning – recording |  |
| Planning and parents boards |  |
| Late fees/ collection policy |  |
| Outdoor play – clothing, sun cream etc |  |
| Sickness/ medication/ exclusions/ injections |  |
| Visits and outings |  |
| Adverse weather |  |
| No smoking policy |  |
| Menu |  |
| Complaints policy |  |
| British values/ child protection and safeguarding |  |
| Inclusion and equality policy |  |
| Sharing information with outside agencies |  |
| Baseline assessment/ 2 year progress check |  |
| Signing in and out book/ coat pegs/ draws |  |
| GDPR |  |

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Parent/ Carer Signature Key Person Signature Date