

## **Suggestions when Welcoming New Families:**

On interview, ensure information is shared with the family regarding:

- Your Program, including the daily routines -
  - Sleeping
  - Sun Safety
  - Toileting and nappy changing
  - Child illnesses – medication
  - The child's likes and dislikes
  - Your program – Kinderloop, Storypark etc
- Conduct a Walk through the environment
- Discuss your household residents, including partner, children and any Pets
- Does the child have any Medical Conditions/ allergies/ asthma ?
- Are there any Cultural values and beliefs to be considered ?
- Immunisation – do you have any non-immunised children ?
- Photo Permission ?
- Excursions/outings/transport
- Lunchboxes and nutrition
- Harmony –
  - Signing children in and out
  - Approving Timesheets/Session Reports
- what to bring for their child each day ? (spare clothes, nappies, bottles, water bottle, hat, lunch boxes, insect repellent etc etc )



Forms to be signed –

- Transport/excursions;
  - Non-immunised Child in Care
  - Fee Schedule – including your Bond, Gap Fees payable by Direct Debit
  - Relief Educator Permission if applicable
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- Update Emergency Contact Details
  - Practice Emergency Evacuation

