

# Settling in Check List

## Settling Checklist - Day 1

Item to be checked off	Y/N	Staff	Parent
Admission form completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Person introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buddy System & Bilingualism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrival / Collection Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Routines Explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handover Format Explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lateness / Holidays / Sickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety & Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Closures - Inset dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Structure & Key Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviour Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EYFS - observations & reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## My Settling In - Progress tracker

Week Beginning		Signatures
DAY 1		<input type="text"/> <input type="text"/>
DAY 2		<input type="text"/> <input type="text"/>
DAY 3		<input type="text"/> <input type="text"/>
DAY 4		<input type="text"/> <input type="text"/>
DAY 5		<input type="text"/> <input type="text"/>
W/E COMMENTS		