

How We Do Handover

KEY POINTS

- » **Greet the parent(s) warmly**
Ask them about their day
- » **Tell them about the overall mood of their child**
- » **Notify the parent about any injury or medication administered**

MANAGER COMMENTARY

HANDOVER CHECKLIST

STAFF

ROOM

CHECKLIST

Give the parents a breakdown of their child's day in accordance to your daily routine. Talk about:

The child's mood after drop off.

BREAKFAST: Appetite, quantity eaten, aspects of healthy eating/table manners highlighted.

MORNING ACTIVITIES: Learning intentions, mandarin focus and the child's engagement in regards to the characteristics of effective learning and relationship with their peers/carers.

- **Playing and exploring** - Finding out and exploring/playing with what they know/being willing to have a go.
- **Active learning** - Being involved and concentrating/ keeping trying/enjoying achieving what they set out to do.
- **Creating and thinking critically** - Having their own ideas/making links/choosing ways to do things.

OUTING: Location, learning intentions, the child's engagement in regards to the characteristics of effective learning.

LUNCH: Appetite, quantity eaten, aspects of healthy eating/table manners highlighted.

SLEEP: Time the child fell asleep and woke up.

MILK/LIQUIDS: Quantity (please remember to notify parents if formula is low).

AFTERNOON ACTIVITIES: Learning intentions, mandarin focus and the child's engagement in regards to the characteristics of effective learning and relationship with their peers/carers.

- **Playing and exploring** - Finding out and exploring/playing with what they know/being willing to have a go.
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TEA: Appetite, quantity eaten, aspects of healthy eating table manners highlighted.

TOILETING: Nappy changes, amount of times child has used the toilet, any concerns about toileting.