

妈 爸  
**SETTLING  
 IN CHECK LIST**  
 家 龙

SETTLING CHECKLIST - DAY 1			
Item to be checked off	Y/N	Staff	Parent
Admission form completed			
Key Person introduction			
Buddy System & Bilingualism			
Arrival / Collection Times			
Daily Routines Explained			
Handover Format Explained			
Lateness / Holidays / Sickness			
Safeguarding Policy			
Health & Safety & Emergencies			
Nursery Closures - Inset dates			
Safeguarding Policy			
Staff Structure & Key Personnel			
Confidentiality			
Behaviour Management			
Food & Nuts			
Transitions			
EYFS - observations & reporting			

## MY SETTLING IN - PROGRESS TRACKER

WEEK BEGINNING		SIGNATURES
<b>DAY 1</b>		
<b>DAY 2</b>		
<b>DAY 3</b>		
<b>DAY 4</b>		
<b>DAY 5</b>		
<b>W/E COMMENTS</b>		