

Systems & Processes

First Day @ ChoiceKids

Start Date _____

Parents Name _____

Childs Name _____

Teacher Assigned _____

Before the child starts it's important that they are planned for to show we care. Please ensure the following tasks are complete;

TASK	Task Date	Manager
Childs name is on their <u>Locker</u>		
Childs name is on the <u>Birthday Chart</u>		
Childs name is on their <u>Cot</u> (If Applicable)		
Childs name is on the <u>Family Tree</u>		

On the child's first day, it is important to settle the parent and build trust. Please ensure the following tasks are complete;

TASK	Task Date	Manager
Parent is taken on a tour of the <u>Centre</u>		
Parent is introduced to other <u>Staff Members</u>		
Parent is offered <u>Hospitality</u>		
Parent is reassured of a <u>Phone Call</u>		

Operations Manager Signature _____