

SYSTEMS

SETTLING IN AND EXIT

Centre Address: _____

Staff Member Name: _____

Child Name: _____

Date Started: _____

Its not what we do, its how well we do it

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Settling In

Personal Details

Parents Name	
Childs Name	
Child D.O.B	
Has Free Party Hire Been Offered?	
Relatives in Centre	
Parents Start Date	
Parents Nationality	
Parents Languages Spoken	
Parents Interests We Are Focused On	

Notes

Settling In

Day One

Parent Relationship

Has the parent been introduced to all staff	
Has the parent been contacted to advise how the child is settling	
Has the parent been given the child's hand print	

Parent Communication & Feedback

How is the child settling in on day one?

What are the parents concerns about their child at ChoiceKids?

Notes

Settling In

Day Two

Parent Communication & Feedback

What did the child tell the parent about their first day at ChoiceKids?

What are the parents concerns for starting day 2 at ChoiceKids?

Parent Contact

Has the parent been contacted to advise how the child is settling?	
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Notes

Settling In

Day Three

Progression

Has the child made friends (If so with who)	
What is the child's interests	
Describe how the child has settled	
Describe how the parent has settled	
Describe how you have built a relationship with the parent	
Does the parent get acknowledged by name when entering / exiting the centre	

Concerns

Are there any major concerns that the parent / child are not settling at ChoiceKids?

Notes

Settling In

Day Four

WOW

What have you and / or the centre done to WOW the parent?

Experience

Does the parent 'Know ChoiceKids' if so, how?

Risk

Rate the parents risk for taking their child out of ChoiceKids out of 10 with 10 being the highest risk	/10
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**Where you have rated a parent 8 or under it is important that you contact your Operations Manager to discuss the parent and the child.*

Exiting

Dates

Child Start Date	
Child Exist Date	
Childs Date of Birth	__ / __ / ____ (Age: __)

Reason for Leaving

What is the reason for the child leaving ChoiceKids?

Parent Rating

Rate your experience at ChoiceKids out of 10 with 10 being the best	/10
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Parent Advice

What could ChoiceKids do better?

Management Notes

Notes

Notes

Notes

Notes

Notes

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