New child checklist

Child's name	
Application form given	
Date application form returned	
Date contacted to offer space	
Start date	
S+P with parent date	
Registration form given	
Key person allocated	
S+P with parent and key person date	
Registration form returned	
All about me completed	
S+P alone date	
Emergency contact card	
Emergency contacts on laptop (Lindsey's job)	
Allergy info display	
Emergency numbers on mobile	
Flowers added to folder	
File made in filing cabinet	

Updated: 01 September 2024 Reviewed: 01 September 2024