

Orientation for Children Nominated Supervisor

NQS Element 6.1.1 Engagement with the service

NQS Element 6.2.1 Transitions

Name of the person conducting the checklist: _____ Date: _____

Before orientation

Did you encourage families to spend time with their child at the service before they begin? Yes No NA

Do you discuss how often/long the child may come initially to help them settle into the service? Yes No NA

Do you ask families if there are any support services the child uses, and share this with educators if so? Yes No NA

Have all items on the enrolment checklist been provided or completed? Yes No NA

Before or during orientation

Did you show family the parent library/noticeboard? Yes No NA

Have you discussed service communication arrangements eg communication book, children's pockets etc Yes No NA

Child's first visit (with family)

Do you discuss any special needs/requirements the child may have? Yes No NA

Do you tell families they are welcome to discuss any issues with you at a convenient time? Yes No NA

Do you introduce child and families to educators and staff? Yes No NA

Do you invite families to ring and check on their child at any time? Yes No NA

Settling in period (see also points above)

Do you tell families you will ring them if their child remains distressed for a long time? Yes No NA

Actions required