



Lilly Pilly South Early Learning Centre

New Parent Checklist

As the Centre Manager of Lilly Pilly South, it is my responsibility to ensure that the following New Parent Checklist has been discussed with all new families. Please circle where appropriate below.

Have you received a tour of the centre?	Yes/No
Have you been introduced to centre educators?	Yes/No
Have you been informed of the centres policies and procedures?	Yes/No
Have you been informed of the management structure?	Yes/No
Have you completed an Enrolment Form for your child?	Yes/No
Have you contacted Centrelink?	Yes/No
Have you been given given children’s nutrition information?	Yes/No
Have you been informed of the centre’s Sun Safety Policy?	Yes/No
Have you been informed of the immunisation procedure?	Yes/No
Have you been informed of the centre’s rating and assessment status and the centre’s quality improvement plan?	Yes/No
Parent/Guardian:	Manager:
Signature:	Signature:
Date:	Date: