

Have you received a tour of the centre and received our welcome email?	Yes / No
Have you contacted Centrelink/myGov to obtain information and update your information? (including authorising your child's attendance in the mygov app, website or via telephone)	Yes / No
Have you been informed of the centre's rating and assessment status and our quality improvement plan?	Yes / No
Have you been introduced to educators?	Yes / No
Enrolment Form, CWA and Direct Debit Authority Form completed?	Yes / No
Have you been informed of the centre policies and procedures including: Open-Door Policy, Sun Safety Policy, Emergency Management Plan, Immunisation Policy, and Medical Conditions Policy and Procedures?	Yes / No
Advised of hours of operation, fee policy and schedule; including charges for public holidays, sick days and absent days?	Yes / No
Have you been informed of the Immunisation Policy and the need to maintain your child Immunisation Record in QK Enrol?	Yes / No
Completed Medication Conditions Form and uploaded onto QK Enrol? (if applicable)	Yes / No
Have you been informed about the various Educator-Parent communication methods used within the centre?	Yes / No
You have access to the My Family Lounge: QK Enrol and QK Journeys? (Downloaded the My Family Lounge App.)	Yes / No
Discussed the curriculum and the features of our educational programs? Completed the All About Me form and your Child's Learning Plan?	Yes / No
Been shown the sign in and out Kiosk?	Yes / No
Reviewed the recommendations for what your child needs to bring?	Yes / No
Been provided a centre calendar of events and discussed upcoming events?	Yes / No