



21st May 2020

Dear Xxxxx & Xxxx,

We have put together a settling in schedule for Xxxx based on our current availability.

This schedule covers 10 hours which we hope will help Xxxx become familiar with his/her new childcare environment and enable us to meet Xxxx's daily childcare needs before he/she starts childcare with us on xx<sup>th</sup> xxx xxxx.

We can settle Xxxx into childcare at the following schedule;

xx/xx/xx      9.00am - 11.00am ( ½ an hr – 1hr with a parent )

xx/xx/xx      9.00am – 11.30am

xx/xx/xx      10.00am –4.00pm

It would be great if one parent was available to stay on the xxth for ½ an hour – 1 hour.

Please can you bring along to the first session Xxxx's red medical book so we can record medical and relevant child information onto his/her child record.

We hope this is convenient for you.

Kindest regards

Severine & Valentine

Quality Childcare