

Parent Orientation Checklist

As a new family joining our facility, we want to ensure you have all the necessary information to better understand our program and how we strive to serve our families. The following topics should address all you need to know, but at any time, please do not hesitate to ask questions or seek more information from our staff. The form below is completed by both administrative staff and the touring parent.

Tour Date: _____ Classroom(s) Toured: _____

Parent Handbook received: _____ (initial)

Tour will consist of an introduction to all administrative/office staff and your child's teaching staff. Families may request to extend their visit in their child's classroom after the tour has concluded, depending on classroom activities that are occurring. Families may also request the opportunity to schedule a meeting with their child's teaching staff prior to enrollment.

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

- ☐ A tour of the facility
- ☐ An introduction to the teaching staff
- ☐ A parent visit with the classroom teacher
- ☐ An overview of the parent handbook
- ☐ The policy for arrival and late arrival
- ☐ An opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable
- ☐ An explanation of Texas Rising Star quality certification
- ☐ A statement encouraging parents to inform the facility of any elements related to their CCS enrollment that the program may be able to help with
- ☐ An overview of family support resources and activities in the community
- ☐ Information on child development and developmental milestones
- ☐ A statement informing parents of the significance of consistent arrival time, including the points that children should arrive before the educational portion of the program begins, to limit disruption, and those consistent routines prepare children for the transition to kindergarten
- ☐ A statement to parents regarding limiting technology use on-site (e.g., encouraging them to refrain from cell phone use). In order to facilitate better communication between the parents and the teacher and the parents and the child, it is best if parents are not distracted by use of electronic devices while at the center/home
- ☐ A statement to parents reflecting the role and influence of families

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

Parent Signature: _____ Date: _____

Admin Signature: _____ Date: _____

OFFICE USE ONLY

Registration Fee Paid		Enrollment Start Date	
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Child's Swimming Abilities

For more information, visit www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/water-safety.html
or www.ready.gov/emergency-preparedness

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