

**PARENT ORIENTATION CHECKLIST**

|  |  |
| --- | --- |
| **Welcoming Checklist** | |
|  | The parent has toured the school |
|  | The parent has been introduced to all employees |
|  | The parent has had a tour of the outside area/park |
|  | The parent is aware of the location of the welcoming board containing important announcements, the monthly menu and calendar. |
|  | The parent is aware of the location of the sign in and out sheet/the iPad to sign in on the app. |
|  | The parent is aware of the location of the school’s first aid kit |
|  | The parent is aware of the location where medication is stored for the students |
|  | The parent is aware of where the emergency numbers list is posted |
|  | The parent is aware of where the emergency escape diagrams posted in the school |
|  | The parent is aware of where the allergy list is located in each classroom |

|  |  |
| --- | --- |
| **Paperwork** | |
|  | A copy of the child’s birth certificate |
|  | The enrollment application is complete |
|  | The enrollment schedule is complete |
|  | About your child Form is complete |
|  | The medical information and consent form is complete |
|  | The application of non-medicated topical products is complete |
|  | Parent has signed and completed the discharge and discipline policy |
|  | Parent has signed and completed the school’s code of conduct policy |
|  | Pick-up authorization form is complete |
|  | The late pick-up acknowledgment form is complete |
|  | The multimedia consent form is complete |
|  | The public parks and field trips permission form is complete |
|  | Tuition agreement is complete |
|  | Summary of licensing receipt handbook is complete |
|  | Acknowledgment of receipt of parent handbook is complete |
|  | Acknowledgment of receipt of COVID-19 handbook is complete |
|  | Recent physical is complete, on file and signed by a doctor |
|  | An asthma plan is complete - if needed |
|  | A food allergy and anaphylaxis emergency plan is complete – if needed |
|  | Parents are aware that there is an emergency plan onsite and may ask to see it if needed |

|  |  |
| --- | --- |
| **Fees** | |
|  | Parent has paid enrollment fee |
|  | Parent has paid tuition deposit |
|  | Parent has paid first month’s tuition |

|  |  |
| --- | --- |
| **Policies and Procedures** | |
|  | Parent understands the personal items to bring in for the child including nap items, prescriptions, diapers, wipes, comfort item, sunscreen, sun hat, extra change of clothes, and extra shoes |
|  | Parent understands the illness policy of the school |
|  | Parent understands the administering of medication policies of the school |
|  | Parent understands the outdoor and park policies of the school |
|  | Parent understands the schools field trip policies and procedures |
|  | Parent understands and complies with the school’s code of conduct |
|  | Parent understands and complies with the school’s transition policies |
|  | Parent understands and complies with the schools biting and hitting policies |
|  | Parent understands and complies with the schools potty training policy |
|  | Parent understands and complies with the school’s discipline and discharge policy |
|  | Parent understands and complies with the school’s evaluation and assessment policies |

|  |  |
| --- | --- |
| **Additional** | |
|  | Parent has downloaded school’s communication app/ parent understands how to receive daily report on the child |
|  | Parent understands their role and partnership in the child’s transition to the school’s environment and overall success in the preschool environment |

**AKNOWLEDGMENT**

We, the parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have completed the parent orientation. We understand and comply with the school’s policies and procedures of the school.

**Parent/Guardian Signature Date**

**Parent/Guardian Signature Date**