

# ORIENTATION CHECK LIST

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interpreter needed?  YES  NO

- Tour of center and introduction of teaching staff
- Explanation of building security
- Tour child's classroom: introduction to child's teacher, shown child's cubby and child's communication folder, classroom parent bulletin board
- Discuss required supplies (blanket for nap, change of clothes, diapers, wipes, etc.)
- Overview of family supports and resources: Parent Bulletin Board, Parent Resource Table, Community Resource Binder, Suggestion Mail Box
- Parent/Guardian received "Know Your Child Care Center" and DCF Influenza Brochure
- Immunization/physical forms current/signed by doctor (within 10 days of starting school)
- Tuition rates and payment policies
- Enrollment fee paid, first week's tuition paid
- Food Program Application/Infant Feeding Form (If your child is under 12 months or under at time of enrollment)
- School Readiness Authorization (if applicable)
- Enrollment forms completely filled out and signed, including emergency contacts, allergies/med conditions, authorized person to pick up child, What Makes My Child Special, Authorization for screening, Photo/Video Release Form
- Parent Handbook (review of policies, sign **STATEMENT OF RECEIPT OF HANDBOOK AND POLICY AGREEMENT**)
- Discuss family's program expectations and needs of the child
- Parent offered time to visit with teacher or observe in classroom with child: time scheduled: \_\_\_\_\_
  
- Orientation checklist signed and placed in child's file

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date