

**PARENT ORIENTATION CHECKLIST**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welcome!** This is your orientation checklist. We will be sharing information with you about your child’s stay to make sure you are fully prepared and comfortable upon your first day. Please take every opportunity to observe and utilize the resources provided so that we can make your stay at First Step seamless. Be sure to check each item under “Orientation” as your confirmation that the information was provided to you. If these areas are not provided to you, please notify the Owner or Director.

* Program Philosophy and Goal
* Curriculum Goals
* Texas Rising Star Accreditation
* Family Participation
* Child Development Stages and Classroom Importance
* Drop-off and Pick-up procedures
* Parent Conferences
* Fee Structure and Payment Policies
* Late Payments and Refund Information
* Absences
* Clothing guidelines
* Inclement weather policy
* Withdrawal from program procedures (Also, challenging behavior program)
* Safety and Security
* Confidentiality
* Physical Activity
* Screentime Policies
* Nutritional Education and procedures
* Information for Family Support Resources
* Overview of Parent Handbook
* Tour of Facility and Introduction to other staff as well as child’s teacher
* Procedure to allow you as the parent to update contact information at all times without assistance
* Staff Training, Fingerprints and Background Checks

*My signature below indicates that I have received a copy of this document and have no other questions.*

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_