

PARENT ORIENTATION GUIDELINES

Purpose: To ease the transition into a group setting and to familiarize the child and family with the classroom environment, curriculum, daily activities and routine.

Content: Orientation is scheduled by the Head Teacher/Site Supervisor and Family Worker. Consideration should be given to parents' availability and the program option when scheduling orientation date and time.

Call parents in advance to let them know the date and time for classroom orientation.

Plan and prepare for a "mini" school day which includes a group time (HS), a short work time or free choice time, outside time, hand washing, snack, and a bus tour (where applicable).

While children are outside or in a separate classroom, it is a good time for the parent orientation which includes:

- ☐ Introduction of the staff
- ☐ Parent Handbook (overview and collect signature page)
 - ✓ Health Policies
 - ✓ Emergency Procedures
 - ✓ Discipline Policy
 - ✓ Spare Clothes and Diapers
 - ✓ Field Trips
- ☐ Explanation of center rules pertaining to pick up and drop off Procedures, arrival/departure times, siblings left in cars.
- ☐ Train parents on Bus and/or Pedestrian Safety Handbook with bus driver. Bus driver and parent must sign the signature page in the handbook.
(If parents miss orientation, training must be conducted at first home visit and within the first 30 days).
- ☐ Explain areas that are off limits to parents (child bathrooms) etc.
- ☐ An explanation of the daily schedule
- ☐ A brief explanation of Creative Curriculum
 - Display curriculum kits
 - Explain the Lesson Plan
 - Introduce interest areas and explain how children learn through the environment
 - Small/Large Group – Intentional planned activities take place during these times
 - Key and Domains – a balance of all domains is represented on the lesson plan
 - Where parents can find the weekly lesson plan
 - Daily Schedule
 - Briefly review your daily schedule
 - Daily schedule includes quiet and active times, small group/large group, teacher directed and free choice times
- ☐ A brief explanation about family style eating and mealtimes- the cook can share, give a copy of the menu, and inform them of "no food from home".
- ☐ Show parents the parent bulletin board and where to sign in

- Explain various ways parents can be involved in the program- the family worker can share about classroom volunteering, field trips, policy council, center committee meetings
- A brief explanation of in-kind and the importance of their support.
- Explanation of parent child activity records and home work- Don't go into too much detail on the parent child activity records, tell them that you will go over it in detail at the first home visit. Make sure you share the importance of inkind and their role in it.

Remember that parents may be overwhelmed if too much information is presented at one time. It is nice to provide the parent with a folder for any forms you hand out.