

ONCE UPON A TIME DAYCARE & OSC

Orientation policy Checklist for New Parents

1. Introduce myself and greet the parents and child as they arrive, call them by name; acknowledge the child at eye level. Provide an orientation tour of the facility and property. Inquire about allergies/ restrictions. Provide a staff member to explain in the family's home language if available.
2. Staff may have a name tag ready or blank name tags for the child.
3. Show parents cabinet/ cubby assigned to the child.
4. Provide a parent's handbook to review policies; as well as the Centre's contact numbers.
5. Clarify daycare schedule. Let parents sit with the child for 5-10 min. until child is comfortable for the separation.
6. Make short days at the beginning if possible for parents to let the child have a smooth separation and transition from parents. Obtain guardians/emergency contact information.
7. Go over the newsletter, holidays, and days the children are not in Daycare.
8. Let parents know that they **must come into the classroom to sign children in and out** and that children cannot be dropped off alone at the door.
9. Show parents the parking zone and how to use properly, and safely.
10. Show the parents the **Parent Board and Program plan**.
11. Explain the rules on toys from home in the classroom.
12. **Go over tuition!** Payments should be made directly to the Director and get a receipt
13. Tell families that Parent's Handbook and policy manual are **a great resource to learn about our Daycare policies and procedures**.
14. Explain open door policy and how to get involve in our activities

Parent/ New Child

Date

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