

## WHAT TO INCLUDE IN A PARENT ORIENTATION PLAN

### Written Orientation Plan

The parent orientation plan should be in writing and include all policies and procedures that would help the parents and children to have a positive experience with your child care program.

The plan may be incorporated as a part of the center's policies handbook or it may be a separate document.

The plan should describe how the center will orient new parents and what topics and activities will be included in the orientation.

### Introduction statement

A paragraph should be written at the beginning of the plan summarizing the purpose of the plan.

### Orientation of new parents should include:

1. At a minimum policies regarding the following ABC requirements:
  - Regular communication with parents
  - Daily information to be shared with parents about infants and toddlers
  - Parent access to children while in the center
  - Parent-teacher conferences
  - Information about resources/services for children with different abilities and needs
  
2. Additional suggested policies to consider:
  - Confidentiality
  - Daily attendance
  - Drop-off and parking
  - Transportation (how supervision and safety are handled)
  - Discharge procedures
  - Release of children to authorized person
  - Withdrawal procedures
  - Items to be provided by parents and provider
  - Procedures to contact parent when child is sick
  - Emergency medical care
  - Illness and injury
  - Allergies
  - Communicable diseases

- Medication
- Meals and nutrition
- Daily activities
- Field trips
- Discipline policies and techniques
- License
- Ratios, group size and supervision
- Payments for child care services
- Fees when child is absent
- Late pick-up fees
- Fees for late payment
- Additional fees (field trips, insurance, transportation, etc.)
- Non-discriminatory policy
- Alcohol and drug policy
- Non-smoking policy
- Pets

The facility should provide parents with a copy of its policies and provide an opportunity for parents to discuss the policies. This can be accomplished by scheduling an orientation time for parents of one child or a number of children. The facility should also give parents a form to sign acknowledging that they received a copy of the center's policies and procedures and an orientation to the child care program. A copy of the signed acknowledgement should be kept in the child's folder.

Sample 6-A is an example of a parent orientation plan incorporating all of the above. Feel free to print and use it or adapt it to your needs.