

PARENT ORIENTATION PLAN - CHECKLIST

Name of Facility: _____

Welcome! Selecting child care is important to families. It is very important that parents are oriented to the child care program where their child is receiving services. Knowing and understanding the policies and procedures of the child care program can have a positive impact on families and their child care experience.

This is your orientation checklist. We will be sharing information with you about our center and we are also providing you with a copy of the center's policies and procedures. This orientation is intended to help you understand what you need to know as you leave your child in our care. We plan to cover all areas listed below with you. If an area is not covered or if you do not receive a copy of the policies and procedures, please be sure to let us know.

- 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
- 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

For SC ABC Child Care Providers

- 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

My signature below indicates that I have received a copy of the center's policies and procedures and an orientation was conducted with me which covered all areas outlined in this orientation plan.

Parent Signature: _____ Date: _____