



A Child Development Home Guide to the Family Orientation Process

1. Set a time for new family to come to program to conduct the orientation
 - Allow for plenty of time to complete all tasks- minimum 30 minutes
 - May need to be before or after care hours or during naptime
 - Have assistant or co-provider present to avoid distraction
2. Encourage primary parents and/or guardians be present to ensure consistency and avoid missing information on required forms
3. Print out all necessary paperwork to be completed prior to the appointment
4. Ensure child file is labeled and organized
5. Provide adult size chair and table for parent to be comfortable
6. Have access to internet as needed to access necessary information as needed (i.e. emergency contacts, physicians, etc.)
7. Walk through each form and describe purpose
8. File completed forms appropriately.
9. Child health and immunization forms may not be able to be completed at this time. Set a deadline to have parent return them.
10. Review terms of contract, fees, and tuition policy
11. Review key policies in handbook. Provide parent a copy.
12. Provide a complete tour of the program
 - Include showing assigned cubby where child(ren) will keep their belongings
 - Assigned mat/crib for napping
 - Storage of medical supplies
 - Welcome board for communication
 - Sign in/Sign out process (if applicable)
13. Answer any questions or address concerns throughout the tour
14. Note any preferred requests to ensure smooth transition with child
 - Breast milk
 - Blanket
 - Toy from home
 - Food allergies/avoidance
15. Conclude orientation pleasantly and welcome them to the program