

# Orientation Agenda

	Center Director Activity	Description	Approximate Time
<b>START DATE</b>	<b>Welcome and Introduction</b>	Meeting family at entrance on first date and Greeting family with big smile and welcome. Allow time for child greeting and let them know they will be going to class to meet their need teacher.	5 minutes
	<b>Child(ren) Drop off to Assigned Room(s)</b>	Walk family to class(es) to do teacher introduction and get child started for the day. Have the teacher show them where their cubby is located and any additional info that needs to be provide by teacher.	5 minutes
	<b>Director and Parent Orientation</b>	Walk Parent back to office give parent welcome packet and agenda to review and discuss expectation and policies for: <ul style="list-style-type: none"> <li>• KinderConnect Tap/ Co-pays</li> <li>• Attendance</li> <li>• KangerooTime</li> <li>• Redetermination</li> <li>• ASQs</li> <li>• Handbook</li> <li>• Referrals</li> <li>• Parent Engagement</li> </ul>	20-30 minutes
	<b>Parent Tour</b>	Show parent around building to see where TAP tablets are located, Parent Resource Board, Children evidence of learning and development, etc.	10 minutes
	<b>Wrap-Up</b>	Take parent back to office. Ask if they have any questions. Thank them for choosing Brightside and walk to door	10 minutes