



# FAMILY ONBOARDING CHECKLIST

## PASSIONATE TEACHER

- ☐ TEACHER BIOGRAPHY REVIEW
- ☐ CENTER / CLASSROOM TOUR
- ☐ MEET YOU TEACHER(S)

## CONFIDENT PARENT

- ☐ "YOUR FIRST DAY AT OUR CENTER" HANDOUT
- ☐ SECURITY
  - ☐ DOOR CODES
  - ☐ TAP IN/ TAP OUT
  - ☐ EMERGENCY CONTRACTS AND PICK UP PROCEDURES
- ☐ FAMILY COMMUNICATIONS
  - ☐ FAMILY NOTES
  - ☐ COMMUNICATION BOARDS
  - ☐ PARENT/TEACHER CONFERENCES
  - ☐ INCIDENT REPORTS
  - ☐ CLASSROOM FOLDERS
  - ☐ CHILD'S CUBBY
  - ☐ INFORMAL COMMUNICATIONS

## WHOLE CHILD

- ☐ FILL OUT TEMPLATE WITH NEW
- ☐ GETTING TO KNOW YOU" WORKSHEET MENU
- ☐ DEVELOPMENTAL ASSESSMENTS CALENDAR OF EVENTS
- ☐ HOLIDAYS, CENTER CLOSURES AND HOURS OF OPERATION
- ☐ FAMILY HANDBOOK REVIEW
  - ☐ ILLNESS AND EXCLUSIONS
  - ☐ MEDICAL AUTHORIZATION
  - ☐ EMERGENCY SITUATIONS
  - ☐ COMMUNICATION/ISSUES (ASSISTANT DIRECTOR, CENTER DIRECTOR, DISTRICT MANAGER)
  - ☐ RESPECTFUL BEHAVIOR POLICY
  - ☐ INFANT SLEEP (FOR INFANT ENROLLMENT ONLY)/BOTTLE POLICY
  - ☐ TUITION/AUTO PAYMENT POLICY/LATE FEE POLICY
  - ☐ MANDATED REPORTING REQUIREMENTS
  - ☐ WITHDRAWAL/VACATION/ATTENDANCE POLICY
- ☐ OUR POLICY ON SIDS (I40093-RSK-GEN)
- ☐ FREQUENTLY ASKED QUESTIONS HANDOUT
- ☐ A COPY OF THE COMPLETED ORIENTATION MEETING CHECKLIST FOR NEW FAMILIES

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PARENT/GUARDIAN SIGNATURE

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