HOPE CHILD DEVELOPMENT CENTER

NEW ENROLLEE(S) ORIENTATION CHECKLIST

Name of Child(ren): _____ Classroom(s): _____

_____ _____

Start Date:

I was given:

- ☐ A copy of the Fee Agreement Form
- ☐ Parent Handbook
- ☐ Parent Advisory Council (PAC) By-laws
- ☐ List of PAC Members
- ☐ Hope Snack List
- ☐ Hope CDC Calendar(s)
- ☐ List of Prohibited Food & Items
- ☐ Telephone Directory

Notes:

I submitted for my child(ren)'s files:

- ☐ Registration Form
- ☐ Health Form
- ☐ Emergency Form
- ☐ Walking Permission Form
- ☐ Photo/Video Release Form
- ☐ Contact Information Release Form/Email
- ☐ Birth Certificate/Tax Return/Sparkler Enrollment
- ☐ Transportation Authorization Form
- ☐ Getting To Know Your Child Form
- ☐ Administration of Medication Authorization Form
- ☐ Fee Agreement Form
- ☐ Registration Payment which includes a one-time household fee, tuition & annual PAC fee

PARENT HANDBOOK

☐ **Overview of Hope Policy & Procedure related but not limited to:**

- Mission & Philosophy
- Abuse & Neglect
- Behavior Management & Disciplinary Techniques
- Confidentiality
- Tuition Payment
- Curriculum & Assessment
- Drop off & Pick Up
- Meal & Food Storage
- Medication
- OEC Complaint Procedure
- Parent Involvement Requirement
- Ratio & Group Arrangement
- Risk Management Plan
- Supervision & Ratio
- Transition

Other Areas Discussed

Parent Acknowledgement

The areas listed above have been discussed with me and I understand and agree to their terms

_____ _____

Parent/Legal Guardian (Print) Parent/Legal Guardian (Signature)