

Policy Number: FS 006	Title: Parent Orientation
Performance Standard: 1302.50	Original Date: 2006
	Updated: 10/2020
	Policy Council Approval/Revision: 5/7/2013 2/2018, 12/2020
	Board Approval: 5/2013, 10/2020

POLICY:

Parent orientation will provide the opportunity for parents to meet program and classroom staff, receive information regarding all aspects of the preschool program, opportunities available to families in the preschool program, and community services and resources, as well as ask questions regarding the program or classroom activities.

Parent orientation is required prior to the child’s first day of attendance.

PROCEDURE:

Dates and times of orientation(s) will be determined prior to the new school year and parents/guardians will be notified in at least one of the following ways: email, newspaper, mail, preschool website, phone call, or text.

If a child’s parent/guardian is unable to attend the orientation time set, it is the parent’s responsibility to contact the Family Service Coordinator or Family Advocate to arrange a time to complete the orientation.

If the child is starting after the first day of the current program year, the Family Advocate will contact the parent/guardian and arrange a time to complete the parent orientation; preferably at the initial home visit with the child’s teacher.

The Family Advocate will ensure orientation is completed with each family. Other program staff will assist as needed.

Information that must be provided and/or reviewed with parents during orientation:

- Parent Handbook
- Required paperwork
- Current Immunization Information/Requirements
- Bussing Information and Requirements as applicable
- And other relevant program information

Any additional paperwork will be completed at this time.