

# Family Orientation Checklist

We are required by Washington State Child Care Licensing standards to ensure all parents of enrolled children receive the following information. This information is presented to you at the time of enrollment and/or annually in September, both verbally and written in the parent handbook, which you will be given to take home. Please initial these items and sign this form to acknowledge receipt of this information.

- \_\_\_\_\_ Tour of the center
- \_\_\_\_\_ Center philosophy, curriculum, holidays, commitment to anti-bias policies
- \_\_\_\_\_ Enrollment and admission requirements
- \_\_\_\_\_ Fees, billing and payment agreements (Late pick up is \$5 per minute past 5:35pm)
- \_\_\_\_\_ Leave of absence policy
- \_\_\_\_\_ Typical activity schedule including hours of operation
- \_\_\_\_\_ Menus, substitutions, USDA guidelines, allergies
- \_\_\_\_\_ Open door policy, pick up people other than parents
- \_\_\_\_\_ Sign in and out requirements, full signature
- \_\_\_\_\_ Child abuse law requirements. We are mandated reporters WAC 388-150-420
- \_\_\_\_\_ Behavior management (child and adult) discipline policy
- \_\_\_\_\_ Nondiscrimination statements
- \_\_\_\_\_ Transportation and fieldtrip
- \_\_\_\_\_ Practices concerning ill child, health policies
- \_\_\_\_\_ Medication management
- \_\_\_\_\_ Medical emergencies
- \_\_\_\_\_ Parent communication policies office/classroom
- \_\_\_\_\_ Diapering; toilet training
- \_\_\_\_\_ Adult conduct policy
- \_\_\_\_\_ HIPPA Policies- staff are trained in confidentiality
- \_\_\_\_\_ Disaster plan- posted in each classroom
- \_\_\_\_\_ Pesticide policy-lice. MSDS approved
- \_\_\_\_\_ Pet policy

If you have questions or concerns please contact Casey Birdsall, Center Director.

\_\_\_\_\_  
Family signature

\_\_\_\_\_  
Date