

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