

New Family Orientation

The following check list will be used when registering a new family. The steps include:

1. Family calls for information
2. Visit is scheduled
3. Family tours the center
4. Follow up call/email to answer questions
5. Family submits the deposit and all necessary paperwork. All forms must be received to schedule a start date.
6. The week prior to starting the family can begin visiting the class for extended times. Three visits are recommended to allow the child time to get to know the teacher and class.

Review completed paperwork for registration	<ul style="list-style-type: none"> ○ Registration card ○ Physical or health assessment ○ Iowa Certificate of Immunization ○ Transportation Authorization ○ Parent Handbook Signature Page ○ Tuition Express form ○ Monthly or weekly tuition and hours ○ Overview of handbook
Review check in/out process	<ul style="list-style-type: none"> ○ Demonstrate clock in/out process ○ Register family prints to clock in/out ○ Give family key cards (Iowa City)
Tour	<ul style="list-style-type: none"> ○ Tour center including gym and playground
Introduce key staff members	<ul style="list-style-type: none"> ○ Meet supervisory staff members ○ Meet lead teachers
Discuss forms of communication	<ul style="list-style-type: none"> ○ Obtain email addresses ○ Review newsletter schedule ○ Discuss Procure Connect
Review family schedule	<ul style="list-style-type: none"> ○ Discuss family's usual schedule
Visit with Lead Teacher	<ul style="list-style-type: none"> ○ Discuss child's daily schedule and routine
Supplies	<ul style="list-style-type: none"> ○ Extra set of clothes ○ Weekly supply of diapers and wipes ○ Breast milk or formula ○ Supply checklist

Review Medication Policy	<ul style="list-style-type: none"> ○ See handbook
Fieldtrips	<ul style="list-style-type: none"> ○ Field trip account ○ Fieldtrip permission ○ Transportation
Resources	<ul style="list-style-type: none"> ○ Discuss Resources & Activities Binder ○ Discuss need for interpreter
Volunteers	<ul style="list-style-type: none"> ○ Forms ○ Criminal Record Check ○ Fingerprints
Schedule additional visits	<ul style="list-style-type: none"> ○ Give the family an opportunity to come for additional visits. This extended time will allow the child to get to know the teacher and children to ease the transition

I have received an orientation to the Lionheart program and have had an opportunity to meet with a supervisor to discuss any questions I have.

Sign Name _____

Print Name _____

Children's Name/s _____