WHAT TO INCLUDE IN A PARENT ORIENTATION PLAN

Written Orientation Plan

The parent orientation plan should be in writing and include all policies and procedures that would help the parents and children to have a positive experience with your child care program.

The plan may be incorporated as a part of the center’s policies handbook or it may be a separate document.

The plan should describe how the center will orient new parents and what topics and activities will be included in the orientation.

Introduction statement

A paragraph should be written at the beginning of the plan summarizing the purpose of the plan.

Orientation of new parents should include:

1. At a minimum policies regarding the following ABC requirements:

   - Regular communication with parents
   - Daily information to be shared with parents about infants and toddlers
   - Parent access to children while in the center
   - Parent-teacher conferences
   - Information about resources/services for children with different abilities and needs

2. Additional suggested policies to consider:

   - Confidentiality
   - Daily attendance
   - Drop-off and parking
   - Transportation (how supervision and safety are handled)
   - Discharge procedures
   - Release of children to authorized person
   - Withdrawal procedures
   - Items to be provided by parents and provider
   - Procedures to contact parent when child is sick
   - Emergency medical care
   - Illness and injury
   - Allergies
   - Communicable diseases
For SC ABC Child Care Providers

☐ Medication
☐ Meals and nutrition
☐ Daily activities
☐ Field trips
☐ Discipline policies and techniques
☐ License
☐ Ratios, group size and supervision
☐ Payments for child care services
☐ Fees when child is absent
☐ Late pick-up fees
☐ Fees for late payment
☐ Additional fees (field trips, insurance, transportation, etc.)
☐ Non-discriminatory policy
☐ Alcohol and drug policy
☐ Non-smoking policy
☐ Pets

The facility should provide parents with a copy of its policies and provide an opportunity for parents to discuss the policies. This can be accomplished by scheduling an orientation time for parents of one child or a number of children. The facility should also give parents a form to sign acknowledging that they received a copy of the center’s policies and procedures and an orientation to the child care program. A copy of the signed acknowledgement should be kept in the child’s folder.

Sample 6-A is an example of a parent orientation plan incorporating all of the above. Feel free to print and use it or adapt it to your needs.