

LOWER COLUMBIA COLLEGE HEAD START/ECEAP
Orientation Planning Form

Orientation/Slow Start Date: _____ Classroom: _____

What is the location of the parent portion? _____

How will the room be set up? _____

Materials Needed:	Who is responsible?
Sign-in sheets (FS-PI 14d)	
Snack/coffee set up	
Name tags	
Pens/Markers	
Chart paper/smart board set up/etc.	
Parent Orientation Form (FS-PI 13b)	

Time parents will be using the parent room? _____

Who will be calling to remind Parents of orientation date and that there is no childcare available?

Classroom Orientation

(Name tags for children and adults should be available.)

Prepare your lesson plans to orient children and parents into the classroom for the 1st day of slow start.

How will you create a system to help parents explore the classroom with their child?

How will parents transition from Classroom to Information session?

Information	Who is Delivering the information?	How will information be presented? Materials needed?
Curriculum Input/Curriculum Information <i>(introduce curriculum/parent ideas, input/lesson plan developed, holiday policy)</i>		
School Readiness – In-kind		
Guidance and Discipline Policy		
Attendance		

(C: 06/07; R: 07/15)

Daily Schedule Arrival/Departure		
Nutrition, Meals, Snacks		
Transportation (Bus Safety) (curriculum/Safety Sam) (sign-in sheets) (field trips)		
Pet Policy/Procedure		
Parent Meetings/Family Nights		
Classroom Reps/Policy Council		
Parent Enrichment Opportunities (POP, GED, ELL, HS 21, etc.)		
Questions/Issues/Concerns Procedure		
Smoke/Drug/Weapon Free Environment		
Pesticide Application Policy & Procedure		
Questions about Welcome Visit Discussion Items listed on orientation form		
Other:		
Other:		

What icebreaker will you use to help parents get to know one another? Who will facilitate?

Any other ideas to implement?
