



Parent Orientation Checklist

- _____ Complete all registration forms
- _____ Original/Current copy of: Yellow Physical Form & Blue Immunization Form
- _____ Make payment for: 1) \$80.00 Application Fee
2) \$75.00 Yearly Enrollment Fee
3) 1st Week's Tuition
- _____ Receive Parent Handbook to review expectations of family needs of child
- _____ Review electronic payment process
- _____ Review tuition/suggestion box – let us know how we can improve and how our teachers are performing to exceed your expectations
- _____ Review entry to school and security procedures
- _____ Review Check In/Out Procedure
- _____ Review Illness Policy
- _____ Review Medication Policy
- _____ Review Parent Communication Board and CPA Board in foyer
- _____ Review Open Door Policy
- _____ Parent Tour and meet Classroom Teacher(s)
- _____ Review Development Checklist and IDEP Process
- _____ Review ways of Communication (translator available upon request):
 - Person to Person
 - Telephone (each teacher has their own extension)
 - Daily Communication Sheet (Fresh. I, Fresh. II, and Soph.)
 - Today We Did... (Junior, Senior, VPK)
 - Children's Folder and Cubbie
 - Website (<http://kccpreschool.wix.com/riverviewsouth>)
 - Classroom Parent Communication Board
 - Monthly Newsletter
 - Upcoming Important Dates
 - *Special Family Events
 - *Parent Education Classes
 - *Charity Events



_____ Review the Opportunities to be a Parent Volunteer

_____ Review the Opportunities to be on the CPA Board

Items to Bring on First Day (*labeled with child's first & last name*)

_____ Extra sets of clothes (just in case of accidents – we do provide protective smocks for messy play, i.e. painting and water play)

_____ Small blanket and fitted crib sheet for nap time

_____ Diaper/Pull-Ups (Freshman I, Freshman II, and Sophomore)
*Children must be potty-trained before entering into the Junior Classroom

_____ Wipes and Diaper Cream (Freshman I, Freshman II, and Sophomore)

_____ Fresh Sippy Cup Daily (Freshman II only)
*Must be marked with child's name on the top and the bottom

_____ Bottles of Formula and/or Breast milk (Freshman I only)
*Must be marked with child's name on the top and the bottom

_____ Formula must come in its original container, marked with child's name
(Freshman I only)

_____ Baby food must come in its original container, marked with child's name
(Freshman I only)

_____ Accessories such as burp clothes, receiving blankets & pacifiers must be marked
with child's name (Freshman I only)

Parent Signature

Date