

Welcome to Manor ISD CDC

(This is a required orientation form our Workforce Partnership)

As a family joining or returning to our NAEYC accredited child development center, we want to help orientate you to our program. If at any time, please do not hesitate to ask questions or seek more information from our staff. Both administrative staff and the parent complete the form below.

Tour given on (date): _____

Tour will consist of an introduction to all-administrative/office staff and a brief visit to your child's classroom to meet their teachers. Families may request to extend their visit in their child's classroom after the tour has concluded, depending on classroom activities that are occurring. Families may also request the opportunity to schedule a meeting with their child's teaching staff prior to enrollment.

These tours will happen during Meet the Teacher event or if a parent misses this event during another time when a parent is registering.

The Parent Handbook is provided to all interested and enrolling parents, which details all of the program's policies and procedures. Acknowledgement of receipt of this handbook is required before, or on, the child's first day of enrollment.

Parent Handbook received: _____(initial)

The following topics will be discussed during the tour, along with an overview of the Parent Handbook:

- Tuition fees
- Meals and snacks: Parents provide their own meals for their children.
- Daily schedule, including arrival and late arrival procedures
 - Importance of consistent arrival times and routines.
 - Technology-free zone: To facilitate better communication between parents and teachers/children, please do not use your cell phone during drop off/pick-up.
- Developmental Milestone will be provided for each parent. (Handout)
- Texas Rising Star Certification and quality childcare explanation
- The role and influence of families, including parent involvement. Conferences will be discussed and yearly calendar of events given out.
- Partnership with WFSCA-Child Care Services (assistance with paying for childcare)
 - Inform us of any changes to your CCS enrollment or if you need assistance contacting their office
 - Waitlist Applications provided upon request
- Overview of family support resources and activities in the community. The Whole Child Department helps all families who may be in need of outside resources. Their number is 512-278-4095. Resources and community activities in the community will be posted on our parent bulletin board, which is found in the main hallway.

I acknowledge that I received a tour, a copy of or access to the parent handbook, and that I was provided this information prior to completing enrollment for my child.

Parent Signature: _____ Date: _____
_____(Admin initials)

OFFICE USE ONLY:

Registration Fee Paid	Enrollment Start Date
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