

# Orientation Procedure

## Purpose

This document explains how to share information with families when doing a family Orientation.

## Guidance

Orientation is a time for families to learn all about the Early Learning Program and your particular program. It is also a time for you to get to know your families. All families must have an Orientation about policies and procedures. They can be informed in group settings or one-on-one. Families must receive Orientation before the child starts school.

## Procedure

### Orientation handbook

Each site must develop a written orientation handbook. The handbook must contain, but is not limited to, the following things.

1. policies and procedures of the Early Learning Program
2. policies and procedures specific to the center
3. roles of the center site team
4. family engagement opportunities and activities

### Orientation event

The Family Support team has the primary responsibility for orienting families to the program. If there is a group orientation, all team members are strongly encouraged to contribute and attend. It is a good idea to invite past parents, a Policy Council representative, Transportation personnel (where applicable), Peer Educators and the Center Director/Coordinator to attend.

Family Educators are responsible for orienting families in home-based programs.

## Related Documents

See Family Engagement section