



Center Based Orientation



Regulations	
EHS/HS: 1302.41, 1302.42 1302.50, 1302.52	ECEAP: FEP-4, 5, 6

Purpose

All families must have an orientation before the child starts class. Orientation is for families to learn about Early Learning policies and procedures, discuss screenings and staff roles, learn about your center and gather family strengths, needs and support health and nutrition coordination.

Procedure

Family Advocates meet with enrolling parent/guardians in their home, the classroom or another location that supports confidentiality. Virtual (zoom) orientations may occur as a last resort to meet the family needs. If a virtual visit occurs, signatures on releases of information and Participation Agreement are required prior to First Date of Service (FDS).

Preparing for the Orientation:

- Staff will contact each family to schedule the visit. Each visit should be scheduled for at least 45 minutes. They often will take longer.
- Prior to meeting, inquire with each family regarding medication and/or additional nutrition needs based on allergy or cultural preferences.
- Access WAIS Immunization website to determine if immunizations are up to date. Each child must be up to date prior to starting in class (See immunization procedure for exceptions).

During Orientation

- Invite family's engagement to classroom: volunteering, Family Gathering Planning, Policy Council etc.
- Share Health Services: Well child and dental exams, establish medical and dental home, complete Wellness Assessment, Health Screenings
- Support any follow up on medications or nutritional needs identified
- Recognize parent/guardian strengths and support follow up with needs identified
- Begin to build trusting relationships
- Learn about the family dynamics and their culture

Documentation

- Attach any documents following Child Plus attachment requirements
- Use Center Based Orientation Event to document details of the event. See Child Plus instructions.
- Enter visit into ELMS if it meets the requirements: 30-minute visit (resources, strengths, needs, referrals)

Forms to be completed at Orientation:

Required Forms	As Needed Forms
Center Based Participation Agreement	Medication Authorization Form
CIS/COE-immunizations must be verified, form signed	Over the Counter Topical Medication Parent Authorization
CACFP Enrollment Form	Request for Fluid Milk Substitution
Wellness Assessment	Request for Special Dietary Accommodations
Well Child Exam Permission	Authorization to Release and Exchange Confidential Information
Dental Exam Permission	
Best Dental Help Permission (and information flyer)	
Share WIC and Building for the Future Flyer	