



Family Orientation

Date of Orientation: _____ Parent/Guardian: _____

Children/Grade: _____

Paperwork:

- ☐ DHS Child Information Forms
- ☐ OSIIS Form
- ☐ CACFP Forms
- ☐ Compliance File Notification
- ☐ Parent Handbook Confirmation Form

Payment Method:

- ☐ Private Pay
- ☐ DHS Subsidy
- ☐ Tribal Subsidy

☐ Director Contact Information

☐ Surveillance and security systems

☐ Register Finger Print

☐ Closed Dates

☐ Hours of Operation

☐ Permission to photograph your child and use for flyers, social media, etc.

☐ Compliance File Location

☐ Tour of the center and introduction to teachers

☐ Parent Handbook Date Parent received _____

☐ Additional notes: _____

Documents received:

- ☐ Updated Shot Record
- ☐ Tribal enrollment card
- ☐ Birth Certificate

Attends Head Start/Public School:

- ☐ N/A
- ☐ Head Start/Kiowa
- ☐ Head Start/Washita
- ☐ Sunset
- ☐ East Grade
- ☐ Mission
- ☐ Middle School

I acknowledge that I have completed a full orientation of the child care facility, including a walkthrough of all operational spaces, and I have a good understanding of the program.

Parent/Guardian Signature: _____

Director's Signature: _____