

ORIENTATION PROCESS

- 1. Parent and Director discuss possible enrollment**
 - a. Space available**
 - b. Age placement of child**
 - c. Cost of enrollment and tuition**

- 2. Parent and Director discuss child's temperament**
 - a. Special needs the child has**
 - b. Interests child has**
 - c. Abilities child has**

- 3. Parent and Director discuss School Handbook**
 - a. School Philosophy**
 - b. School Curriculum**
 - c. School Policies**

- 4. Parent and Director tour the school**
 - a. Parent is introduced to teachers**
 - b. Parent views several classrooms**
 - c. Parent is shown each classroom's objectives**
 - d. Parent is shown each classroom's daily schedule**
 - e. Director explains school's routines and school layout**

- 5. Parent and Director determine placement of child**
 - a. Determining the proper classroom for the child**
 - b. Determining the proper number of days child will attend**
 - c. Discussing tuition costs and how they will be paid**

- 6. Parent and Child return on a future date**
 - a. Child is shown classroom he will be placed in**
 - b. Child is introduced to teacher and children**
 - c. Child has opportunity to ask questions**
 - d. Child is shown playground**

- 7. Children starting the new school each fall**
 - a. Child receives post card invitation from teacher for orientation.**
 - b. Parents and child attend orientation to see classroom and meet Teachers and become familiar with new classroom.**
 - c. Parents receive more information about attending the school**
 - d. Parents complete updated vital information about the child.**

Venice Nokomis Community Preschool, Inc has a non-discriminatory policy and is open to all races, religions & financial status.

