



ENROLLMENT MEETING WITH FAMILIES (Optional Tool)

Family Composition Questions:

- Tell me about your household. (Neighborhood, who lives there, names and relationship to child)
- Does your child have any parents that do not live in the home?
 - Does your child visit this parent?
 - Are there any custody issues that we should discuss?
- Does your child have any siblings? (Names and ages)
- Does your family have any pets?
- Does your child respond to any nicknames? Does your child have any nicknames for family members?
- Is there any other information about your family's composition that you would like to share?
- What language is spoken in your home? In what language do you prefer to receive communications from the center?
- In what modality do you prefer to receive communication from the program? (text, email, paper, etc.)

Child Information

- Has your child been in an early learning program or child care before?
 - If yes, would you share some information with us? (Where? When? For how long?)
 - What kind of care? (Family day care home, relative/neighbor care, group, center)
 - Is there a reason for leaving that program that you would like to share?
 - Do you have any of your child's records from that program? (e.g. portfolios, progress reports, observations, assessments). Would you be willing to share?
 - How did your child react to other children and adults?
 - Do you have any concerns related to your child transitioning into our program?
 - What do you think went well with the transition to our program (or what do you think will go well)
 - Have there been any challenges in the transition to our program? (or do you anticipate any challenges related to this transition)
- How do you think your child will adjust to being in our program on the first day?
- Are there any important routines at drop off/pick up/naptime etc. that would be helpful to know about.
- Are there any special problems or fears that we should know about?
- Does your child do any of the following:
 - Nail biting? Thumb sucking? Stuttering? Other?
- Does your child have any special needs (medical, developmental, social, mental health)?
 - Do any of these special needs require special care by our teachers?
 - Does your child have an IEP (Individualized Education Plan) or ISFP (Individualized Family Service Plan)?
 - If so, we would like a copy of the plan so we can provide the best possible learning experience for your child.



- What program or individuals work with your children in regards to these special needs?
Would you sign a release of information with them so they can speak with us about how to provide enhanced support to your child?
- Does your child have any allergies? if so, how are your child's allergies treated?
 - Food allergies
 - Environmental allergies
 - Allergies to medicine
- Do you have any special medical or dietary information for management in an emergency situation (medicine to keep on hand, people to call, etc.)?
- Does your child have any other medical or special needs?
- Is there any information about your family's culture, ethnicity, language, or religion that is important for us to know? Would you and/or your family like to be a resource for any cultural awareness activities?
- Describe your child's schedule:
 - Normal bedtime, waking time, nap time and duration
 - Meal times; food likes and dislikes
 - Does your child have a different schedule at any other child care settings (Babysitter, relative/neighbor care, school)?
 - Does your child participate in any extracurricular activities, please describe.
- Toileting habits:
 - Tell me about your child's toileting habits
 - What words does your family use for bowel movements and urination? Any special terminology for private parts?
 - Is your child toilet trained?
 - Does your child need to be reminded to go to the toilet during waking hours?
- Tell me about your child's:
 - Favorite Toys
 - Favorite Games
 - Favorite Activities
 - Other interests
- Show the parent the classroom behavior guidelines. Find out if the rules are similar to rules that the parent has at home and discuss any differences.
- Is there information that will help us make the first few days in our program easier for your child?
- What times are best for us to reach you and for you to come in for parent conferences?
- Is there other information you would like to share?
- Other required DPW (or other agency) required forms and signatures will be used in conjunction with some of these questions.
- Share and review Parent Handbook

School-Age only

- Where does your child go to school? What grade are they in?
- What are your transportation needs/ arrangements?
- What arrangements do you have for your child if school is unexpectedly dismissed early?