## **ASYMCA CHILD DEVELOPMENT CENTER**



# **ENROLLMENT NEXT STEPS**

You've registered through MilitaryChildCare.com and accepted an offer of placement at an ASYMCA CDC. This quide will help you understand what to expect next.

## **ENROLLMENT REVIEW**

Prior to scheduling your orientation, staff will confirm all required documents are completed/submitted.

## **REQUIRED DOCUMENTS INCLUDE:**

- Immunization records
- Health assessment
- Emergency contacts & authorized pick-ups
- LES or income documentation (for fee calculation)
- Family care plan (if applicable)

If anything is missing, you'll receive guidance on what's still needed.

## ORIENTATION

Orientation for child care at the ASYMCA Child Development Center is an important step to ensure families understand policies, safety, and what their child's day will look like.

#### WELCOME & INTRODUCTION

- Meet the Executive Director, key staff, and your child's teacher.
- Learn about the center's mission and how it supports military families.
- Tour of classrooms, playground, and security features.

## **DAILY SCHEDULE OVERVIEW**

- A breakdown of a typical day, including:
  - ▶ Drop-off & pick-up times
  - ► Circle time, meals, naps, and outside play
  - Lesson plan themes and developmental goals
  - Communication tools (daily reports, parent portals, etc.)

## **▶** PROGRAM PHILOSOPHY

- Explanation of the Early Learning Matters curriculum.
- How the center supports development in:
  - Language and literacy
  - ▶ Social-emotional skills
  - ► Gross and fine motor skills
  - Cognitive growth
- Special activities, enrichment, and celebrations throughout the year.



#### SAFETY & WELLNESS PROCEDURES

- Check-in/out protocol using PIN or ID.
- Illness policy: when to stay home, COVID-19, or other updates.
- Discipline policy (positive guidance, redirection).
- · Medication administration rules and forms.
- Emergency drills and center closure protocols.

### MEALS & NUTRITION

- Overview of provided meals/snacks.
- Allergy management and safe food practices.

### SUPPLIES & WHAT TO BRING

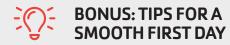
- Suggested items:
  - ► Extra clothes
  - ► Diapers/wipes (if not using diapers provided by the center)
  - ► Comfort items
  - ► Water bottle or labeled sippy cup
- Label everything clearly with your child's name.

#### PARENT COMMUNICATION

- · Info on how to contact staff
- Daily communication tools
- How to address concerns or escalate feedback
- Information about the Parent Advisory Board

## **▶** QUESTIONS & WRAP-UP

- Opportunity to ask questions about anything unclear.
- Sign final paperwork, receive your child's classroom assignment.
- Set up your child's first day/start date.



- Visit the classroom with your child before the first day.
- Talk positively about school routines.
- Prepare for a few tears—it's normal!
- Establish consistent drop-off rituals to ease transitions.

