

ASYMCA CHILD DEVELOPMENT CENTER



ENROLLMENT NEXT STEPS

You've registered through MilitaryChildCare.com and accepted an offer of placement at an ASYMCA CDC. This guide 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.



BONUS: TIPS FOR A SMOOTH FIRST DAY

- 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.

