

# Welcome to Little Cubby Bears Child Development Center

As a new family joining Little Cubby Bears Child Development Center, we want to ensure you have all the necessary information to better understand our program and how we strive to serve our families. The following topics should address all you need to know, but at any time, please do not hesitate to ask questions or seek more information from our staff. The form below is completed by both administrative staff and the touring parent.

.....

Tour Date: \_\_\_\_\_ Classroom(s) Toured: \_\_\_\_\_

Tour will consist of an introduction to all administrative/office staff and your child's teaching staff. Families may request to extend their visit in their child's classroom after the tour has concluded, depending on classroom activities that are occurring. Families may also request the opportunity to schedule a meeting with their child's teaching staff prior to enrollment.

The Parent Handbook is provided to all interested and enrolling parents, which details all of the program's policies and procedures. Acknowledgement of receipt of this handbook is required before, or on, the child's first day of enrollment.

Parent Handbook received: \_\_\_\_\_ (initial)

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

- Tuition fees and extra-curricular opportunities (Dance Moves, Soccer Pals, Spanish class, and Music4Kids)
- Meals (home lunch requirements)
- Daily schedules
- Arrival and late arrival policy/ procedures (use of the check-in computer system and benefits of consistent arrival)
- Child Development Milestones checklist for child's applicable age and Parent Conferences
- Texas Rising Star certification
- Importance of family involvement
- Partnership with WF Board – Capital Area for subsidy child care and requirements as a participating family (see our website for links on how to see if you qualify)
- Family Resource Board and Lending Library (suggestion box and complaint procedure)
- Technology-free Zones

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ (Admin initials)

**OFFICE USE ONLY:**

Registration Fee Paid		Enrollment Start Date	
-----------------------	--	-----------------------	--