

UNIVERSAL PRE-KINDERGARTEN ORIENTATION  
ORIENTATION AGENDA  
2006-2007

**I. Children's Records: Information Needed**

A. UPK Site Files

1. Medical/Immunizations
2. Emergency Information
3. Observations and Assessments of Children

B. CCRR Files

1. UPK Application
2. Birth Certificate
3. Immunizations
4. Income Information

C. Sample Forms

1. Medical/Immunizations
2. Emergency Information
3. Assessments

**II. Teacher/ Assistant / Aide Records: Information Needed**

A. UPK Site Files

1. Personnel Form
2. Medical Form
3. Training Record
4. Teacher Certification (if applicable)
5. College Transcripts (if applicable)
6. Site Visit Feedback Form
7. Classroom Notebook

B. CCRR Files

1. Personnel Form
2. Training Record
3. Teacher Certification (if applicable)
4. College Transcripts (if applicable)
5. Site Visit Feedback Form

- C. Sample Forms
  - 1. Medical Form
  - 2. Training Record
  - 3. Personnel Form
  - 4. Teacher Certification
  - 5. College Transcripts
  - 6. Site Visit Feedback Form

### **III. Payment Procedures**

- A. Vouchering
  - 1. Timeline
  - 2. Attendance Records
  - 3. Changes in Class Roster
  - 4. Menu for the Month of Snack or Meal—1<sup>st</sup> voucher
  - 5. Tuition Explanation Letter for Parents—1<sup>st</sup> voucher
  - 6. Certificate of Insurance—beginning September 1, 2006
  - 7. Accounting Update
- B. Sample Forms
  - 1. Voucher/Invoice
  - 2. Daily Attendance Record
  - 3. Accounting Update
  - 4. Timeline
  - 5. Certificate of Insurance
  - 6. Menu for the Month of snack or meal
  - 7. USDA Pyramid
  - 8. Draft of letter to parents explaining tuition

### **IV. Food**

- A. Serving Nutritious Items
- B. Sample Monthly Snack Menu
- C. Prayer at Meal Time
- D. Self Help Skills Encouraged

### **V. General Site Procedures and Records**

- A. Fire Drills and Sample Form

- B. Evacuation Plan and Sample Form
- C. First Aid Kit and Sample List of Items

**VI. Specific Classroom Procedures & Requirements:**

- A. Program Review Checklist
  - 1. Cleanliness & Clutter
  - 2. Hand Washing
  - 3. Sanitation Practices
  - 4. English Communication: verbal and written
  - 5. Schedule of the UPK portion of the day
  - 6. Schedule for the Year-days UPK is in session
  - 7. Religious Symbols Covered or Removed
  - 8. Non-religious Activities
- B. Visits
  - 1. Observations by CCRR Program Specialists
  - 2. Time to meet away from children
- C. Professional Development Requirements
- D. Sample Forms
  - 1. Program Review Checklist
  - 2. Hand Washing Flier
  - 3. Bleach and Water Mixture

**VII. Outdoor**

- A. Playground Checklist
  - 1. Cleanliness
  - 2. Safety
  - 3. Supervision
- B. Sample Form
  - 1. Playground Checklist

**VIII. Parents**

- A. Articles
- B. Workshops
- C. Newsletter