

Center Based Orientation – ChildPlus Instructions

Center Based Family Advocates create this Family Services Event when they meet with parents prior to enrollment.

- For all new enrollments and part year returning children, orientation must be completed no more than 30 days prior to enrollment in the classroom.
- For year round returning children, orientation must be completed by August 31.

Initial Date: Date of the orientation meeting

Description: Program Year (for example 2022-2023)

Associated With: Auto-fills name of the individual child (participant).

Case Worker: Select your name if it does not auto-fill.

Event Notes: Event Notes require use of the quick note named CBO. To begin documentation, type cbo <enter>. The following text auto fills to your event note. Data enter after the headings that require notes/information.

- Who attended the orientation:
- Completed/reviewed: Participation Agreement, Photography/Video Permission, CACFP, Consent for WCE and Dental
- Emergency Care Form (note any special instructions or restraining orders):
Note: If there are no special instructions, write N/A or None
- See Immunization and Health Section for specific needs and follow up.
- Reviewed Family Advocate role regarding screenings, Mobility Mentoring, resources and supporting Family Engagement in the program.
- Information gathered about the family:
Note: See below for examples
- Follow up Needed:
Note: If there is no follow up needed, write N/A or None

Actions: Add Action to document follow up

Center Based Orientation



Initial Date	8/25/22	Associated With	Child Sample
Description	2022-2023	Case Worker	Sandeno, Karen

Event Notes

Who attended the orientation: Mom, Dad, Grandma, Samantha

Completed/reviewed: Participation Agreement, Photography/Video Permission, CACFP, Consent for WCE and Dental

Actions Add Action

Scheduled	Action Date	Action Type	Description	Case Worker	Referred To	Time
			Who attended the orientation: Mom, Dad, Grandma, Samantha			

Completed/reviewed: Participation Agreement, Photography/Video Permission, CACFP, Consent for WCE and Dental

Emergency Care Form (note any special instructions or restraining orders): None

See Immunization and Health Section for specific needs and follow up.

Review Family Advocate role regarding screenings, Mobility Mentoring, resources and supporting Family Engagement in the program.

Information gathered about the family: Family enjoys spending time outside together. There are 3 generations living in the same house and they like to cook meals together. Mom shared that sometimes parenting with everyone in the home can be challenging with everyone's opinions. Dad is excited for Samantha to start in preschool. He shared he did not enjoy his education experiences and hopes Samantha will.

Follow up Needed: None

Save Cancel

Here are two more examples of information gathered about the family:

- Mom shared that the separation from dad has been challenging for her and the children. They are working on finding their new routine and settling into their new apartment. She is hoping dad will also participate in conferences for Derek while he is in preschool. I asked about reaching out to dad. Mom will connect with Dad about his desire to have information and get back to me.
- Charles (dad) had many questions about how the preschool experience will be for Ethan. I answered information I could and reassured him the teachers would also support the transition into preschool. Charles said that he forgets about appointments sometimes and would always appreciate a reminder. He said texting him works best for communication.