

Sample Prekindergarten Orientation Outline

Districts/Charters: Depending on how many campuses you have in your district/charter, these suggestions can be used as a guide to send to each principal/director. If you have a small number of prekindergarten campuses, use this as a planning guide for a district-wide event.

Dear Principal/Director,

The following outlines a suggested schedule of events and activities that you could use to make your pre-k orientation an informative, engaging and successful event.

Suggested Schedule (1 hour)

- Welcome
- Powerpoint/Slideshow
- What to expect in pre-k
- Registration Packet
- Read a children's book or sing a fun song about school
- Tour of school
- Application/paperwork

Suggested activities within the schedule

Welcome

- Administration welcomes families to the school. Introductions of staff/parents helping with the event.

Powerpoint/Slideshow

- Pre-k Vision/Mission
- Include pictures of pre-k teachers
- Campus contacts (i.e. nurse, counselor, secretary, clerk)
- School hours
- Transportation
- Information about school lunches

What to expect in pre-k

- Invite a pre-k teacher and/or parent to share experiences and give a general overview of the program.
 - What we do?
 - How we learn?
 - What to expect?
 - Benefits of pre-k

Registration Packet

- At this time go over paperwork that needs to be filled out.
- Documents that will be needed.
- What to include in packet: school map, eligibility criteria, list of documents needed, any other forms or information needed for registration.

Read a children's book about school or sing a song about school

- Project book or song on screen.
- Include Spanish translation if needed.

Tour of school

- Depending on the number families in attendance, make groups for the school tour.
- Have extra staff on hand that is prepared to lead the group on a tour.
- Visit the main areas of the school: cafeteria, gym, library, office, etc.
- Allow time to visit a pre-k classroom.

Application/Paperwork

- At this time families can stay to fill out the online application or the paper application.
- Have an area set up where families can sit to fill out their packets.
- You will also want to have computers/laptops available that they can use if they prefer to fill out the application online.
- Have some activities for the children: books, puzzles, manipulatives, drawing, tablets, etc.

Before the event

- Prepare registration packets
- Prepare PowerPoint
- Determine location of event
- Determine which pre-k teacher and/or parent will speak at the event
- Invite current parents to help with the event (tour, fill out paperwork, etc.)
- Depending on your school, make sure staff members and/or current parents are available who can translate and answer questions for families who do not speak English
- Create a system for turning in packets- Who will check the forms? Who will take completed forms?
- Gather writing materials (clipboards, pens)
- Secure computers/laptops that will be used
- Gather materials for children: crayons, books, manipulatives, puzzles, paper, tablets, etc.
- Make copies of school map
- Place signs on the doors of the areas for the tour

- Make any other signs needed to welcome families or direct them to the location where they will gather
- Purchase healthy snacks, napkins, plates, water, cups, etc.
- Meet with all staff involved to discuss expectations and responsibilities
- Create a family survey for those attending the event to solicit feedback

Event Set-up

- Have staff available to greet families as they enter the school
- Make sure all signs are in place
- Make sure all materials are ready
- Set up projector
- Test speakers if necessary
- Set out snacks
- Smile and have fun!

After the event

- Return all materials to their original locations
- Remove signs from doors
- Debrief with staff involved to discuss what went well and what could be done differently for next year
- Thank staff and/or parents for their help with the event