

## **Parent Orientation To Do before meeting**

Print out welcome sign

Prepare and organize all student orders

Label all student materials or plan on parents doing it as they walk in

Prepare Class Calendar

Glue Class Calendar in Red Balloon student manual

Print out First Year worksheet (one per family)

Write parent names on worksheet (if they don't come, you have it ready)

Print out photo release forms

Print out rosters and contact info (for parents to double check)

Have classroom discipline policy and/or system ready to explain

Have rewards and incentives ready to explain

Studio policies such as parking, missed classes, siblings, if parent can't come, etc. needs to be put into presentation.

Update Power Point Presentation

Print out "You still owe" reminders or your studio contract (optional)

Print out Orientation Sign in Sheet (optional)

## **Parent Orientation Set-up**

Table & Chairs set up

Wear LPM t-shirt

Hang up Welcome sign

Materials order list so you know which students gets a complete or sibling

Materials out on table for display

Power Point Necessities (or Easel for displaying hang-ups)

Red Balloon Student Manuals (for your reference)

Lay out any rewards and/or discipline system items

Lay out bells, autoharp, magnet board/magnets or any other teacher supplies needed for reference and/or explanation during the presentation.

## **Papers to pass-out or around:**

Orientation Sign in Sheet (Optional)

Rosters printed for parents to double-check information (on clipboard)

Student Materials (hand these out the first day of class if you prefer)

## **Papers to hand out:**

1. First Year Orientation Worksheets

2. Photo Release Forms

3. "You still owe" reminders or studio contract

## **Material Distribution**

Lie out or pass out all materials that will be discussed.

Explain all documents and tell them which ones will need to be turned in.

\* (Don't forget the to circulate roster and sign-in sheet)

Orientation Worksheet Options:

- Invite parents to fill out the Red Balloon Orientation Worksheet during the reading/discussion
- Pass out worksheet at the end and have Parent bring back COMPLETED worksheet on the 1<sup>st</sup> day of class to receive a special prize for their child

## **Orientation Wrap-up**

Gather First Year Worksheets (if applicable)

Otherwise hand out 1<sup>st</sup> Year Worksheets and have their child redeem completed one for a treat in class on Lesson 1

Gather Student Materials (if you are handing out first day of class)

Gather Photo Release forms

Gather contracts (if using them in your studio)

Give handouts to refer friends (if you have openings)

Encourage them to start listening to their CD's

Answer any other questions

"See them next week!"