

Create a Program-Wide Welcome Book for Families

Creating a *Welcome Book* for families can be a way to complement the formal parent handbook they receive and offer an additional opportunity to introduce families to the program. This book could be placed in the lobby of the program, provided electronically, or sent home with new families. Consider presenting the information through the eyes of a child or school-age youth in an effort to further demonstrate that your program is a place where children's ideas are valued. Review and pick from the following as you create your book:

- How can children and families learn what we do here?
- Who are the people children and families will see in the lobby or hallways (receptionists, custodians, kitchen staff)?
- Include a map of the space with ideas about what children or families do or see in the different areas.
- What are some of the things children will learn during their time in the program?
- What are some ideas about ways that children contribute to the center family?
- What special experiences and activities can families look forward to?