

Tour checklist for prospective parents

Date: _____ Host: _____ Family: _____

Before they arrive

- ☐ Confirm time, parking, and who hosts
- ☐ Work cycle is in session (or be honest if it is not)
- ☐ Printed one-pager or application next step ready

On the tour

- ☐ Welcome and names
- ☐ How the morning / afternoon is structured
- ☐ What "choice" and "concentration" look like in this room
- ☐ Mixed ages - why the older child is not a teacher's aide
- ☐ Care, outdoors, and pickup if families ask
- ☐ Tuition and schedule only if they ask, or at a set point you always use
- ☐ Leave 10 minutes for their questions

After

- ☐ Family names, child age, desired start
- ☐ Questions they still have
- ☐ Next step (second visit, application, waitlist)
- ☐ Who sends the follow-up and by when