Sample Site Visit Agenda

## Welcome and introductions

*This is a chance to introduce key staff or partners, orient the policymaker to what they will see during their visit, and to provide information about your program and infants and toddlers in your community, including the challenges that families face and the policy solutions that help babies and their families thrive.*

## Site tour

*When showing the policymaker around, point out elements of the environment that contribute to the quality experience of children and families.*

## Site visit activity

*Try to schedule the visit on a day or time during an activity that really showcases your work with infants, toddlers and families. This could be an early learning activity with the children or observing a group meeting with parents - or both if time permits. Consider if there are opportunities for a visitor to participate in the activity.*

## Wrap up

*This is a time to reiterate your priorities, to answer any questions the policymaker may have, and to thank them for making time to visit and for their support of children and families in their district.*