

# Help Us Welcome New Families!

When new families feel welcome in our school, they are more likely to keep their children here for the duration of their education. As Board Members, we can play a critical role in positively impacting a new parent's comfort level. A simple phone call is all that's needed to help that family begin feeling at home in our program.

To help you in this important task, we're providing this form as a guide for your phone conversation. Please make notes in the spaces available, paying particular attention to any questions or concerns you can't answer, then return this form to the office ASAP.

**Please make a welcoming phone call to the following family:** \_\_\_\_\_

Their children are:

Child _____	Grade _____	Teacher _____
Child _____	Grade _____	Teacher _____
Child _____	Grade _____	Teacher _____
Child _____	Grade _____	Teacher _____
Child _____	Grade _____	Teacher _____

Their children previously attended \_\_\_\_\_ school in City \_\_\_\_\_ State \_\_\_\_\_

## During your phone call:

**1. Introduce yourself as a Board Member and explain that the board is very pleased they have chosen our school for their children's education.**

**2. Ask about the children's experiences in our school so far:** (Note: Be sure to write down any concerns so we can follow-up with them promptly!)

- "How are your children doing?"
- "Have your children been able to make new friends?"
- "How are your children fitting in academically with the class?" (Are they on track, ahead or behind?)

Notes:

**3. Explain our school's governance procedures:**

- Board structure and make-up
- Parent committees and roles

**4. Invite parents to be involved in committees.** (Provide them with a list of committees then write down any that the family is interested in joining or learning more about. Request their email address to make it easy to send out.)

Notes:

**5. Explain the procedure for communicating concerns.** Assure them that we appreciate phone calls if they have questions or concerns. Ask if they have any immediate questions or concerns.

**6. Ask them if they have any advice for the Board regarding new families.**

Notes:

**7. Give them your name and phone number, and encourage them to call if they have any other questions or concerns.**

**8. Return this form to the office by fax:  
or by mail:**

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