

## 2010 – 2011 Early Childhood Admissions Support/Events

### HBPA EC Admissions/New Family Liaison

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Parent volunteers are the best representatives of Hathaway Brown School. To this end, each division has a designated HBPA Parent Admissions/New Family Liaison to work closely with the HBPA Division Coordinators, Division Heads, and the Division Admissions Directors. The Admissions Office truly appreciates the commitment of parents who are willing to represent the HB to prospective families and to the broader community.

The EC Division Admissions Director will notify the EC Parent Liaison when parent volunteers are needed for specific admissions events, to contact prospective families, and/or to host new families. EC Room Parents may be asked to help in identifying or coordinating parent volunteers. The main areas of admissions/new family support are:

- **All School Open House**

HB's All School Open House is an annual event designed to introduce families to the excellent educational opportunities at HB from Early childhood through 12<sup>th</sup> grade. Each division offers tours and visits with classroom teachers.

Parents are needed to tour visitors during the Open House. Volunteer Tour Guides are given an orientation by Kirstin Kuhn, Director of Admissions, and teachers are available in each classroom to greet visiting families and answer questions.

- **Discovery Day**

HB's annual Discovery Day events provide an opportunity for interested families to visit classrooms and meet teachers in Early Childhood and Kindergarten. Activities are available for children, and the morning culminates with stories and songs performed by Kulture Kids, an interactive theater group.

Parent volunteers are needed to greet families and escort them to the classrooms. Teachers are available in each classroom to answer questions and provide specific information about our programs.

- **Admissions Support**

Prospective families often find it helpful and informative to talk to current HB families. The Admissions Office appreciates volunteers who are willing to make follow-up phone calls or be available for parent-to-parent questions.

The full list of Early Childhood Admission/New Family events can be found on the Early Childhood Admissions Dates 2010-2011 handout.