

## 2010 – 2011 Upper School Admissions Support/Events

### HBPA US 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 Upper School Division Admissions Director will notify the Upper School Parent Liaison when parent volunteers are needed for specific admissions events, to contact prospective families, and/or to host new families. Upper School 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 and students are needed to tour visitors during the Open House. Volunteer Tour Guides are given an orientation by, Colleen Sommerfeld, Director of Admissions and teachers are available in each classroom to greet visiting families and answer questions.

- **Visitation Day**

HB offers two visitation days for prospective Upper School students. Parent volunteers may be needed to greet parents, provide a tour and/or or answer questions.

- **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 Upper School Admission/New Family events can be found on the Middle School Admissions Dates 2010-2011 handout.