**Initial Call**

1. Call parents by name (Mr.& Mrs.) not Brother or Sister or first names.
2. Introduce yourself, “I’m Hap B. Tobere and will be Bobby’s preschool teacher”.
3. Explain the purpose for the call.
	1. Double checking to see that Bobby will be coming and which Lab he is assigned
	2. Set a time for a Home Visit (make sure to write it down)
	3. Double check home address before hanging up the phone

**Home Visit**

Leave with parents

* Children’s Book
* Lab Policies magnet
* Parking Pass
* Team Picture and daily schedule
* Snack Schedule

Go over with parent

* Open House schedule and room #
* Daily schedule (emphasize pick-up times)
* Explain Parking Routine
* Ages and Stages Assessment
* Pre-assessment

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