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|  | **PARENT BUDDY PROGRAM**  **HANDBOOK**  ***Co-Chair Ali Calinoff***  [***acalinoff@gmail.com***](mailto:acalinoff@gmail.com)  ***214-802-2544***  ***Co-Chair Dana Moolani***  ***danamlevy@gmail.com***  ***202-276-2191***  ***[tenswelcomecoffee@gmail.com](mailto:tenswelcomecoffee@gmail.com)*** |
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**Overview of The Parent Buddy Program**

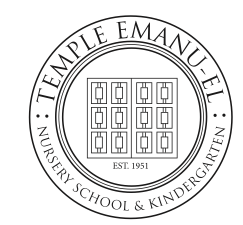
The Buddy Program has been a tradition at the Nursery School for over twenty years.

This program aims to establish a warm, informative relationship between current preschool parents and new families. Joining a new community is an exciting and sometimes overwhelming experience. This program aims to make families feel welcomed into our community while cultivating enduring relationships. It is also a wonderful opportunity for current parents to represent the “face and spirit” of our Nursery School.

**The Role of the buddy**

Buddies are essential to the success of the Welcome Program. In many cases, you are the first personal contact the new family has with our school following the application process. Buddies play a critical role in helping new families navigate the transition to Nursery School.

Over the years, we have collected a wealth of feedback from new families and buddies regarding what makes this program most successful and meaningful. Based on this feedback, we have outlined the following activities and suggest that each Buddy use them to welcome your family.



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|  | *Page 2* |

**Activities for Parent Buddies & New Families**

1. **Welcome/Introduction Phone Call**

* Please call your new family before **MONDAY, APRIL 22nd.**
* Introduce yourself and welcome them to the school
* Confirm that they have received their online invitation to the Temple

Emanu-El Nursery School Welcome Coffee via Paperless Post

(emailed on 4/8)

* + Date/Time/Location of Coffee *(Friday, May 10th at 9:30am)*
  + Remind them to RSVP according to invitation instructions
  + Inform them the Welcome Coffee is for Parents Only and lasts approximately one hour
* Plan an in-person meeting with them ***PRIOR*** to the Welcome Coffee on May 10th. This Meeting can be as simple as grabbing a cup of coffee or an evening drink.

*Voice and text messages do not impart the same level of connectedness as a personal conversation, therefore, we ask that you continue phoning your new family in the event you reach their voicemail. Please* *email* **[tenswelcomecoffee@gmail.com](mailto:tenswelcomecoffee@gmail.com)***if you are having trouble connecting with the new family via phone.*

1. **Buddy Instructions for Welcome Coffee**

* On May 10, immediately after drop-off, proceed to Room 303 to pick up your name tags for you and your buddy family.
* Be in the 1 East 65th Street lobby by 9:15am to greet your family.
* Escort your family to Room 402 as soon as they arrive, even if it is before 9:30.

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|  | *Page 3* |

1. **Start of the New School Year and Beyond**

Please reach out to your new family via phone or email during the first week of school in September to wish them well and make yourself available to answer any questions they may have.

**Topics of Interest to New Families**

In the past, Parent Buddies have shared the following questions and/or topics to be of greatest interest to new families:

* Who is my child’s teacher? What is the classroom like?

-Classroom visit for parent/child prior to start of school in September.

* What type of special events will the Preschool host for families in 2019-2020?

-Parenting Workshops, Blessings with our Rabbis, Seder, Book Fair.

* How can I get involved in the preschool, what volunteer opportunities exist for parents?

-Parents Association, Class Parent, Library Reading Program, Book Club,

Volunteering via Signup Genius for school-wide Book Fair, Seder, and

School Benefit.

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**We thank you for taking the time to be a Buddy to help continue the tradition of community at Temple Emanu-El Nursery School. While this program’s goals are to ensure new families feel welcomed and supported as they transition into our community, we have found the relationships cultivated amongst families in this program to be very special and endure well beyond the program itself.**