**Open House Guidance**

Plan and hold a 2-hour Open House the day before the 1st day of school.

The purpose and goal of the Open House event is to provide children, parents and teaching staff the opportunity to build positive relationships with one another and to familiarize children and families with the preschool environment. These initial contacts can be very helpful in getting to know one another and a powerful way to build trusting positive partnerships.

Notify parents of the Open House at their Orientation appointment. Phone call reminders, texts and emails should be made just prior to the event. Talking to the child on the phone to personally invite him/her is also another way to build excitement and enthusiasm.

1. **Preparing for the Open House**
2. Prepare and copy any handouts that you want to be used.
3. Make purchases for the Open House by using your Curriculum Money.
4. Utilize the teacher email block or teacher Facebook page to seek or share Open House ideas.
5. Ensure the classroom is set up with the interest areas identified.
6. Plan ways to help children and parents become familiar with the classroom environment (example – scavenger hunt).
7. Provide information about what children learn in the interest areas connecting it to School Readiness goals (example – provide a graphing activity to support math).
8. Plan activities that the parent and child can do together so they can leave something behind for the child on their first day as a way to help children successfully transition to preschool (example, personalize printed name card, draw a picture together and hang in the room).
9. Prepare and post the adult and child version of the daily schedule (ensure the child schedule is at their eye level).
10. Develop a list of ways parent can be involved in the classroom, especially if their schedule doesn’t allow them to visit during class time.

**B. During the Open House**

* 1. Greet each person on arrival (smiles, handshakes, eye contact, show sincere enthusiasm)
  2. Get to know each child through the parents using conversation starters such as:
     1. Tell me about your child.
     2. What are your child’s greatest strengths?
     3. What are you hopes and dreams for your child?
     4. What are your child’s favorite activities? What does your child enjoy

doing?

* + 1. What do you most want your child to learn at preschool?
  1. Determine if the parents have any special talents or interests they are willing to share with the class.
  2. Guide the family through the interest areas and share what children learn and the connection to Kindergarten Readiness.
  3. Review with the parents and children the Daily Schedules so they know what the child’s day will look like.
  4. Staff are moving about the room to ensure parent questions and/or concerns are addressed. Be prepared to answer any child’s question or concern.
  5. Share what a parent can do as a volunteer in the classroom or how they can help outside of the classroom. Let them know where to hang their coat and where the restroom is located, etc. when they come to volunteer.

Building partnerships with families and ensuring they have a role in their child’s education is a crucial component for their child’s success. By attending the Open House, they will walk away with the feeling they are a partner with you in their child’s education. Being present everyday to partake in the amazing educational experiences you offer supports their child to be a successful lifelong learner.

7/2023 EHS-HS Team\Education-Disabilities\Coaching\Open House Guidance